

YOUNG & SERIOUS

Applicant Information Pack 2019

SERIOUS
trust



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



Programme Overview

Young & Serious is a talent development programme for 18-25 year olds who are looking to gain experience or begin a career in live music production. We are recruiting 8 candidates to work in the Production, Programming and Communications teams at Serious as Young Producers.

Candidates will have the opportunity to work closely with the Serious teams to support delivery of our work, including the EFG London Jazz Festival 2019. This is an invaluable opportunity to gain hands-on experience of live music production, working with a vibrant and dynamic Festival team and alongside leading industry experts.

The programme includes:

- An induction process to the organisation where you will meet the other placements and the Serious team.
- A placement period of 2 weeks during the summer holiday period of July – September.
- Working days through October in the lead up to the EFG London Jazz Festival (where possible, we understand that university or college commitments may affect this).
- Support across the weekends of the EFG London Jazz Festival (16 & 17 and 23 & 24 November).

Young & Serious is produced by Serious, leading producer of live jazz, international and contemporary music, and is generously supported by the Serious Trust and Arts Council England.

Application Guidance

Candidates are invited to apply for roles in up to 2 of the 3 teams, stating what they could bring to the role and how this experience will benefit them. Candidates will be assigned to **1 department only** if successful.

The programme works to a set syllabus, where the work you deliver to support the EFG London Jazz Festival will feed into a Bronze Arts Award. This qualification, alongside the placement and our offer of professional references for job applications, will enhance each candidate's CV for future work opportunities.

This is an **unpaid** opportunity; however we are able to contribute a weekly expenses budget for travel and lunch costs.

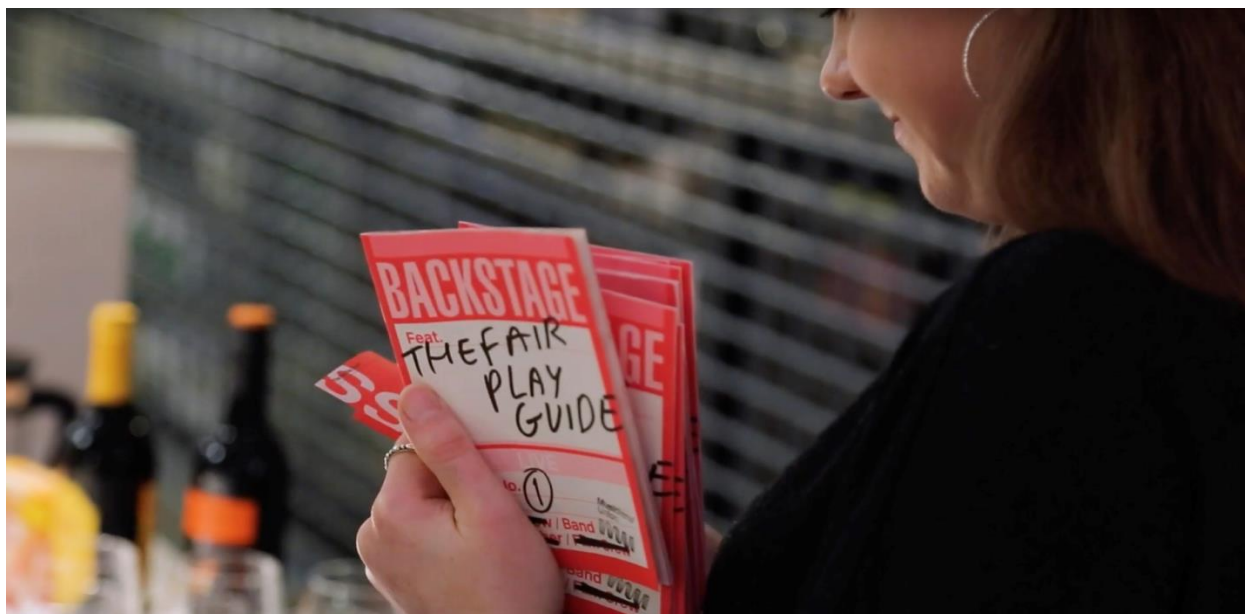
The role will be based in our offices in Clerkenwell, London, and will require local and perhaps some regional travel for meetings and to attend shows.

The nature of this work means that candidates will be asked to work some evenings and weekends.

During your placement you will receive pastoral support from the Learning & Participation team to manage all HR related queries or issues and the scheduling of your working days. Day-to-day you will report to a line-manager within your assigned team with regards to your role and responsibilities.

In order to apply, all candidates **must**:

- Be aged 18-25
- Have a genuine interest in a career in live music production, programming or communications
- Be able to commit to all key project dates and requirements
- Be computer literate, with the ability to use Microsoft software.



Programme Timeline

Deadline for applications	3 June
Phone call interviews	11 June
Programme induction day	5 July
Production team summer placements	29 July – 9 August 19 August – 30 August
Communications team summer placements	2 weeks within period of 8 July – 16 August
Programming team summer placements	2 weeks within period of 8 July – 16 August
EFG London Jazz Festival	1 day per week in October (if possible) 16, 17, 23, 24 November (Festival Weekends)

***Please note – if a candidate is available for any further period of time to support a team, such as outside of the summer holiday period, they are welcome to share this in their application.**

At regular intervals throughout the programme we will host opportunities for all 8 Young Producers to come back together to attend Serious gigs and spend time together socially.

At the end of the programme there will be time scheduled to finish work for the accreditation aspect of the programme and to take part in exit interviews.



Job Descriptions

Production Team

The Production Team manage all of the live event activity that is programmed and booked by Serious. They co-ordinate anything logistical relating to the event such as liaising with venues, freelancers, booking PA, lights, visuals, hotels, travel and catering. They also manage the contracting and financial settlement of each event.

Main responsibilities

- To support the smooth planning and delivery of concerts in the Summer season and the EFG London Jazz Festival 2019
- To work with the team to ensure events are delivered on time and to budget
- To provide efficient and professional communication with suppliers and clients, maintaining excellent working relationships at all times
- To undertake administrative tasks relating to the advancing, production and delivery of events, this may include but is not restricted to:
 - feeding into event documents as required
 - supporting the production co-ordinator in booking transport, accommodation and fulfilling artist catering requirements
 - reviewing shows for internal evaluation purposes
- To act as an ambassador for Serious and act in the best interests of Serious and for the development of all its programmes
- To act as production support at shows where necessary
- Undertake any other duties or projects that may be reasonably required by the Production team

The role requires

- Some experience in event management
- Enthusiasm and passion for music and artists
- Confidence in using spreadsheets (particularly Microsoft Excel)
- Clear communication skills and ability to liaise at all levels, including external clients and suppliers
- Confidence working with databases and processes
- Excellent attention to detail
- The ability to manage time well and juggle several projects in a fast-paced working environment
- Exceptional team working skills

Programming Team

The Programming Team is responsible for curating our events; picking the artists and bands we would like to see on stage and liaising with musicians and managers to agree dates, times and venues. This team also heads up the coordination of our festival clubs programme, deciding which shows external to Serious' promotions will be featured as a part of the EFG London Jazz Festival.

Programming also take responsibility for several of our talent development programmes for artists of all ages and backgrounds.

Main responsibilities

- To support the administration of the programming of the EFG London Jazz Festival 2019
- Work with the Programming Team to:
 - Support the artistic programming of the EFG London Jazz Festival
 - Liaise with artists and agents
 - Liaise with production and communications teams within Serious to share relevant updates
 - inputting of event information into databases
 - feeding into budgets, schedules and other documents as required, ensuring all are correctly signed off by managers
 - attending shows and rehearsals
- To act as an ambassador for Serious and act in the best interests of Serious and for the development of all its programmes
- Undertake any other duties or projects that may be reasonably required the team

The role requires

- Enthusiasm and passion for music and artists
- Strong communication skills and ability to liaise at all levels, including external clients internal staff
- Confidence working with databases and processes, including Microsoft Office
- Excellent attention to detail
- The ability to manage time well and juggle several projects in a fast-paced working environment
- Exceptional team working skills
- Interest in/knowledge of jazz and contemporary music in the UK
- High level of organisation and good time keeping

Communications Team

The Communications Team are responsible for marketing and sharing all the work Serious does. This includes hard copy marketing such as flyers, posters and the guide for the EFG London Jazz Festival, alongside digital marketing through social media and our websites. The team coordinate briefing designers and photographers, and liaising with venues and agents on the sale of tickets to our shows, including press and guest tickets.

Main responsibilities

- To support the smooth planning and delivery of the marketing and communications work for the EFG London Jazz Festival 2019
- To undertake administrative tasks relating to the marketing and communication of shows, this may include but is not restricted to:
 - inputting of box office information into databases
 - monitoring marketing campaigns
 - coordinating press and guest lists for shows
 - liaising with venue teams as appropriate

- drafting copy for website and social media platforms, including blogs/articles and e-flyers
- To undertake any other duties that may be reasonably required by the communications team.

The role requires

- Enthusiasm and passion for music and artists
- Good copywriting skills for various audiences and formats; e-shots, social media and press releases
- Confidence using social media platforms
- Confidence in learning and using the Serious website CMS
- Some previous experience with design/editing software (e.g. Photoshop, Canva, iMovie)
- Exceptional written language skills and confidence drafting copy
- Good communication skills and ability to liaise at all levels, including external clients and internal staff
- Confidence working with databases and processes, particularly Microsoft Office
- Excellent attention to detail
- The ability to manage time well and juggle several projects in a fast-paced working environment
- Exceptional team-working skills