

Job Opportunity

Deadline - May 15th, 2022, 5pm

Artist Development Officer (p/t)

IMC is committed to developing career opportunities for Irish jazz and creative improvising musicians both in Ireland and abroad. We are looking for a part-time Artist Development Officer to engage with the various arts communities to deliver and expand on our development programmes. This role is most suited to persons with excellent communication skills and experience in different areas of the arts, with a passion for building and maintaining artist-focused initiatives.

This is a part-time position, 2 days per week and may require additional days/weekends based on IMC's events output. IMC currently works in a hybrid capacity, with a number of days per week working from home, frequent on-site live events (largely in Dublin), and other meetings in our Dublin office space. Candidates will need to be resident in Ireland, as IMC remains based in Dublin.

There is also the possibility of a position combining this Artist Development Officer role with Communications Officer or Production Coordinator roles for candidates with the relevant skills and experience - please see the relevant Role Descriptions.

One CV and cover letter may be submitted for multiple roles and should specify which role or roles are the subject of the application.

Competitive salary, commensurate with experience.

Candidate Responsibilities

- Regular communications and engagement with Irish jazz musicians via writing, producing and publishing the monthly Musicians Newsletter, organising regular musician meetings and updating artist specific social media channels.
- Identifying community needs based on artist research / artist feedback
- Working with CEO and other team members to develop initiatives based on community needs
- Managing our Space Programme initiative which is a dedicated space for artist rehearsal, collaboration and performance.
- Managing other key IMC outputs such as our Jazz Connector Series (recruiting speakers, musicians, themes and topics to develop Irish artists careers).
- Driving musician awareness of IMC initiatives which focus on artist continuing professional development, artist initiatives, and performance opportunities.
- Planning and writing relevant and useful Resource articles and producing information in other formats to assist Irish musicians in developing individual and collective skills.
- Developing the careers of Irish artists via IMC's varied development programmes by connecting artists with potential venues, festivals and other artists
- Planning and developing useful resources for artists by engaging with both musicians and programmers, bookers, labels, and other industry members.
- Assisting artists in best practices methodologies for various grant applications.
- Working with the Director and other IMC team members to develop other relevant and useful artist opportunities and resources.

Essential Skills Requirements

- Strong networking skills and experience in dealing with relevant areas of the Irish arts sector, including funding applications, career-planning etc.
- Excellent copywriting and editing skills
- Well-organised with excellent communication, interpersonal, basic project management, and time-management skills
- Excellent IT skills and comfort with iOS, Google Suite, Slack (or similar messaging/communications systems), Wordpress (or other website content management systems).
- Third-level qualification in a relevant field
- Experience in creating and analysing the effectiveness of content and campaigns on social media
- Good design acumen and basic design/ multimedia skills
- Basic video/sound editing skills
- A good sense of initiative, with the ability to autonomously prioritise and to meet deadlines.
- Full, clean Drivers Licence with access to own vehicle
- Ability to work remotely (*must be Irish-based*)

Desirable Skills Requirements

- Experience in developing artist or talent development programmes
- Experience in working with groups of musicians or other artists
- Strong awareness of the wider Irish music and arts scene and its different stakeholders
- Content production experience in written, audio, and video formats for different platforms
- Video editing, graphics editing, or design software experience

About IMC

Improvised Music Company (IMC), founded in 1991, is an Arts Council funded resource for Irish musicians and a specialist music promoter for jazz, ethnic and other creative music in Ireland. We produce a number of festivals annually as well as intimate and large scale concerts of Irish and international jazz, experimental and world music artists. Today, we're Ireland's only jazz and improvised music producer, with hands-on involvement in many aspects of music-making throughout the island, from festival programming, concert promotion, touring, education and audience development. We also work on behalf of Irish jazz and improvising artists, assisting them in performance opportunities, knowledge of the music industry and provide resource support for their activities.

Improvised Music Company is committed to a policy of equal opportunity and encourages applications under all ten grounds as set in the Arts Council's Equality, Human Rights and Diversity Policy.

Improvised Music Company is proudly funded by the Arts Council / An Chomhairle Ealaíon.

Application Details

Interested candidates should submit a cover letter/email together with a CV outlining their experience and how it relates to the advertised position and including the contact details of two referees for the attention of the CEO, Kenneth Killeen jobs@improvisedmusic.ie
Please put " Artist Development Officer Role" in the subject line of your email.

Deadline for submission is 5pm on May 15th, 2022

Please note we have two other positions also available at this time.

See www.improvisedmusic.ie for details