

## JOB TITLE

Production Coordinator (part-time, 3-days per-week; variable, with additional work on events including some weekends)

## OVERVIEW

We are looking for an individual to produce\* (*\*technical production, coordination & logistics*) IMC's key activities (festivals, club shows, workshops, dedicated rehearsal and development space).

As a key member of the IMC team, we expect candidates to be passionate about music, have a good working knowledge of – and track record in – event management (*minimum 3 years related experience*), an understanding of the domestic music scene as well as the requisite technical skills necessary to administer, produce and oversee all IMC's events. **If something has a technical, logistical or coordinational aspect, you will be across it.**

Your job will be creative, varied and you will be working across a wide range of events. This is a dynamic position that requires motivated candidates to be able to work across concurrent projects effectively, autonomously and thoroughly and in accordance with the company's strategic & financial planning.

It is also an extremely hands-on role. Candidates must have good to excellent industry-recognised working knowledge of live event production with suitable accredited 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 4 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 largest specialist 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.

## ROLES AND RESPONSIBILITIES (Events)

- **Advancing** primary logistics for all IMC concerts, festivals, rehearsal/development space and other company initiatives.
- **Leading** as principal producer/production manager on all IMC concerts, festivals and other company initiatives.
- Ensure all IMC events run on time, on schedule and within budget, **including stage management** of live events as and when required. Experience required in liaising with artists, event/venue technicians, and other staff, running tech checks etc.
- **Producing** internal and external **schedules**, risk assessments, and collaborating on/reviewing event management plans.

- **Logistics;** processing & booking flights, transport & accommodation.
- Reviewing, communicating and securing all technical information for artists and venues.
- Maintenance and management of company backline and audio-visual equipment.
- Any other actions deemed reasonable and necessary by management.

### ROLES AND RESPONSIBILITIES (Administrative)

- Regular communication with **all suppliers, artists, venues, clients and insurers** to maintain clear channels & business relationships.
- Office management duties such as dealing with and following up telephone queries, office upkeep, printing, stationery etc.
- Scheduling of **meetings** and **administrative support**
- **Collection of data** and statistics for funding applications and sponsorship proposals
- Creating, developing and maintaining key **company databases**.
- Updating and maintenance of IMC's online tools and resources (website, google docs, facebook, email clients, etc).

### KEY ATTRIBUTES

- Good working knowledge of sound equipment and sound engineering procedures, working knowledge of lighting equipment and procedures.
- Well-organised with excellent communication, interpersonal and time-management skills
- A relevant third-level qualification
- Strong sense of **initiative**, with the ability to **autonomously** prioritise and to meet deadlines
- A can-do attitude approach to **problem-solving**
- **Excellent IT skills** with knowledge of key applications such as Word, Excel, Powerpoint, Google Docs and other digital tools
- 3 years **professional** experience in live music and event production
- Knowledge of the **domestic music scene** in Ireland
- Experience administering and managing **budgets**
- Full, clean **driving license** with access to own vehicle.
- Ability to **work** remotely and also to **commute** to IMC offices on a (minimum) fortnightly basis or on an as-needs basis. Candidates must be Irish-based.
- Strong **written** and **verbal communication** skills.

### DESIRABLE ATTRIBUTES

- Previous experience and knowledge of additional specific technical production aspects (sound, light, projection, etc)
- An understanding & awareness of the wider music scene, particularly jazz & other creative music (UK/EU)
- An ability to “improvise” in order to achieve targets and goals.

## TERMS AND CONDITIONS OF EMPLOYMENT

This is a PART-TIME position (3 days per week, variable) which includes a 3 month probationary period. Please note that a core function of this role requires a certain amount of late night/weekend activity as we are a concert producer. The salary offered is commensurate with equivalent positions in the arts sector and within IMC's staff salary structures. It will also depend on the experience and suitability of the successful candidate.

## HOW TO APPLY

**Please Note:** A minimum of 3 years professional experience in event management is required for this position.

Please submit a copy of CV with a minimum of 2 references and their contact details as well as a cover letter with a short introduction (approx. 200 words) outlining why you are the right person for this position.

Please send the above by email ONLY to [jobs@improvisedmusic.ie](mailto:jobs@improvisedmusic.ie), including your full contact details.

Only shortlisted applicants selected for interview will be contacted.

Applicants selected for an interview will be asked to give a short presentation to be delivered to the interview committee. Details of this will be communicated in advance. First round interviews will take place from Wednesday 15th March.

Please ensure your application includes:

- A Cover Letter
- A Curriculum Vitae
- Names and contact details of two referees. References will only be taken up with approval from candidates.

**Closing date for applications is 5:30pm on Friday 17th February.**