

# Job Opportunity

Deadline - May 15th, 2022, 5pm

## Production Coordinator (p/t)

Improvised Music Company is currently recruiting for a Production Coordinator to deliver a range of exciting and innovative performance and development programmes.

If you have a passion for music and have experience in stage management, production, logistics, and coordination this could be the role for you in one of Ireland's leading jazz organisations.

This is a part-time position, 3 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.

Additionally, there is the possibility of a full-time position combining the Production Coordinator role with Artist Development Officer or Communications Officer 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

- Advancing primary logistics for all IMC concerts, festivals, club shows, workshops, conferences and seminars (artists, hotels, flights, ground transport, schedules, venue liaison, etc).
- Reviewing, communicating and securing all technical information and materials for artists and venues.
- Creation and management of comprehensive, filterable schedules, stage plans and any other necessary or required documents for each IMC event or activity (club shows, live streams, festivals, et al).
- Running event logistics (soundchecks, stage management and other technical aspects of a production) and liaising directly with venue/event technicians for IMC events. Knowledge and experience here is a must.
- Managing all technical staff during load in, set up, performances, changeovers, breakdown and load out.
- Primary contact point for suppliers, artists, venues, insurers and other clients and maintaining these channels & relationships.
- Creating, developing and maintaining key company databases.
- Maintenance and management of company backline and audio visual equipment.
- General office administrative duties such as dealing with and following up telephone queries and emails.
- Collection of data and statistics as required and necessary for funding applications and sponsorship proposals.
- Updating and maintenance of IMC's online tools and resources (website, Google Suite, Facebook, email clients, etc).
- Administering and managing production budgets and obtaining supplier quotes
- Planning, producing and managing multi-camera video shoots, liaising with location management, ensuring advance permits are obtained if needed.
- Processing invoices and receipts for all external contractors and crew.
- Creating contracts, work orders and deal memos for all relevant parties involved in IMC activities.
- Preparation of agendas, event reports and event debriefs.
- Collaborating on and reviewing all Event Management Plans
- Producing Risk Assessments for events, where necessary .
- Ensuring all IMC events run on time, on schedule and within budget.

## Essential Skills Requirements

- Technical knowledge and experience of all aspects of live event pre-production and production.
- Ability to work simultaneously on a variety of concurrent projects
- Ability to work remotely (*must be Irish-based*)
- Should have a good working knowledge of, and track record in, event management
- Must have requisite technical skills necessary to administer and produce live events.
- Should be well-organised with excellent communication, interpersonal and time-management skills
- Should have a good sense of initiative, with the ability to autonomously prioritise and to meet deadlines.
- Must have an ability to identify and solve problems on the fly.
- Excellent IT skills with knowledge of key applications such as Word, Excel, Powerpoint, Google Suite, Mailchimp, Wordpress, and other digital tools.
- Experience administering and managing budgets
- Full, clean, driver's licence with access to own vehicle.
- An interest in improvised music and jazz music

## Desirable Skills Requirements

- 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 (IE/UK/EU)
- Video editing, graphics editing, or design software experience
- Basic working knowledge of music equipment, amplifiers, PA systems etc.

## 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 providing 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](mailto:jobs@improvisedmusic.ie)  
Please put " Production Coordinator" 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](http://www.improvisedmusic.ie) for details