

Big Bear Music Group – Project Coordinator

Independent record label, festival organiser and artist agency Big Bear Music Group is currently recruiting for a full time, permanent staff member to support all areas of the company's administration and marketing. Principal areas of company activity include:

Big Bear Records: probably the UK's longest-established independent record label and home to an extensive back catalogue of jazz and blues releases.

Birmingham Jazz & Blues Festival: Europe's largest free Jazz & Blues festival, taking place for 10 days every July at venues across the West Midlands

Artist Agency: Booking UK and European dates at theatres, clubs and festivals for King Pleasure & The Biscuit Boys, Tipitina and more.

Henry's Blueshouse: Legendary Birmingham blues club with weekly performances at Snobs Bar and associated mailing list and blog

The Jazz Rag: The UK's liveliest jazz magazine, published bi-monthly and distributed to readers worldwide

Based at our office on Broad Street in Birmingham, the role would include:

- Ensuring streaming services, distributors and copyright bodies have complete and accurate information for recent and back catalogue album releases and exploring all possible avenues to maximise income from those sources
- Using social media to generate interest in both our current activity and our back catalogue of music and photography
- Compiling copy and images for newsletters to both music fans and potential clients
- Compiling copy and images for press releases and distributing to media
- Liaising with artists and venues in advance of and during our annual Jazz & Blues Festival and other events to ensure their smooth execution
- Keeping our websites up to date and processing orders from our online store
- Distribution of printed and digital promotional materials for our artists, events and albums
- Collecting copy and images for *The Jazz Rag*, album releases and festival souvenir programme for layout by our designer
- Acting as a first point of contact for enquiries from current and potential clients, customers, artists and media by phone, email and post
- Preparation of paperwork for live performances
- Invoicing venues, sponsors and advertisers for payment
- Taking minutes of Festival Board Meetings

And the multitude of other tasks that come up in the different lines of work carried out by our small company.

The position would suit someone looking to take their first steps in the music business who:

- Has an enthusiasm for a wide variety of music
- Is able to balance multiple competing priorities

- Can work on their own initiative to research new skills and information of benefit to the company
- Has a creative mindset
- Is self-motivated and able to see tasks through to their successful conclusion
- Has a can-do attitude and ability to problem-solve, remaining calm under pressure
- A good degree of familiarity with the digital and social media landscape
- Has a good level of written and spoken English
- Is comfortable using Microsoft Office suite, and is willing to teach themselves to use new software and web applications

The following attributes are desirable, but by no means essential, with guidance provided for the ideal candidate:

- A familiarity with basic accounting principles and Sage One software
- Familiarity with website construction/content management with WordPress
- An interest in music
- Experience in organising and promoting live music or other events
- A basic knowledge of video and/or audio editing
- An interest in graphic design sufficient to create promotional assets for online use

To be considered for this position, please email your cover letter and CV to jim@bigbearmusic.com

Our preferred start date for the successful candidate is Monday 4th August.