

JAM · JOHN ARMITAGE MEMORIAL TRUST

Operations & Administration Manager

Job Description and Person Specification

“What makes JAM remarkable is the combination of artistic ambition and real impact with music and within our community. Twenty-five years in, the best is still ahead.”

– PAUL MEALOR LVO · PRESIDENT OF JAM

THE OPPORTUNITY

Join JAM

Be part of a creative team

<p>01</p> <p>WORKING PATTERN</p> <p>4 Days/Week</p> <p>Hybrid: 2 days in King's Cross & 2 days from home</p>	<p>02</p> <p>FREELANCE RATE</p> <p>£125/day</p> <p>Equivalent to £25,200 per annum full-time</p>	<p>03</p> <p>APPLICATION DEADLINE</p> <p>Sun, 17 May, 11:59pm</p> <p>CV and Personal Statement</p>
<p>04</p> <p>INTERVIEWS</p> <p>Will follow shortly</p> <p>We will do our best to be flexible with interview times</p>	<p>05</p> <p>FLEXIBLE START DATE</p> <p>August 2026</p> <p>Flexible for the right candidate</p>	<p>06</p> <p>HOW TO APPLY</p> <p>Visit jamconcert.org</p> <p>Upload CV and Personal Statement</p>

This is a rare opportunity to become a central part of an ambitious arts organisation with an international profile and a strong sense of purpose. The role would suit someone who is highly organised, motivated and flexible; someone who enjoys taking ownership, can move confidently between different kinds of work, and wants to grow inside a dynamic cultural organisation.

Working closely with the Artistic Director and wider team of JAM (*John Armitage Memorial Trust*), the Operations and Administration Manager will help keep the organisation running smoothly across operations, artist liaison, systems, fundraising support, communications and event delivery.

No applicant is expected to arrive with proficiency in every area of the role. What matters most is a willingness to learn, strong instincts for administration, sound judgement, and the ability to work with care, energy and initiative.

PERSON SPECIFICATION

Who We're Looking For

ESSENTIAL

- **Excellent organisational skills** and close attention to detail.
- **Strong written and verbal communication.**
- **A warm, professional manner** and the ability to build relationships with a wide range of people.
- **Confidence managing multiple priorities** and working across varied tasks.
- **The ability to work both independently and collaboratively** within a small team.
- **Good digital literacy** and confidence using standard office software.
- **A motivated, flexible and solution-focused approach.**

DESIRABLE

- **Experience working in an arts, charity, education or events environment.**
- **Experience with CRM systems,** ticketing and email marketing platforms, or database management.
- **An interest in contemporary music,** cultural projects or artist development.
- **Experience supporting fundraising,** reporting or compliance processes.

TRAINING AND SUPPORT

JAM is not looking for someone who already knows every system or every part of the job inside out.

Substantial training will be provided on the job, and the successful candidate will be supported by an experienced team. We are looking for someone with the motivation and adaptability to learn quickly, ask good questions, and grow into the role.

WHY THIS ROLE COULD APPEAL

Breadth: the role offers unusually wide exposure across operations, producing, communications and fundraising.

Growth: the successful candidate will receive hands-on training and real responsibility.

Purpose: JAM's work is artistically ambitious, community-rooted and nationally respected.

Flexibility: the role combines home working with in-person collaboration.



HOW TO APPLY

Visit www.jamconcert.org to apply.

You will be asked to submit a:

01. CV

02. a Personal Statement

(no more than one page) outlining your interest in the role and how your experience, skills and approach make you a strong fit for JAM.

03. Name and contact details of one referee

CLOSING DATE

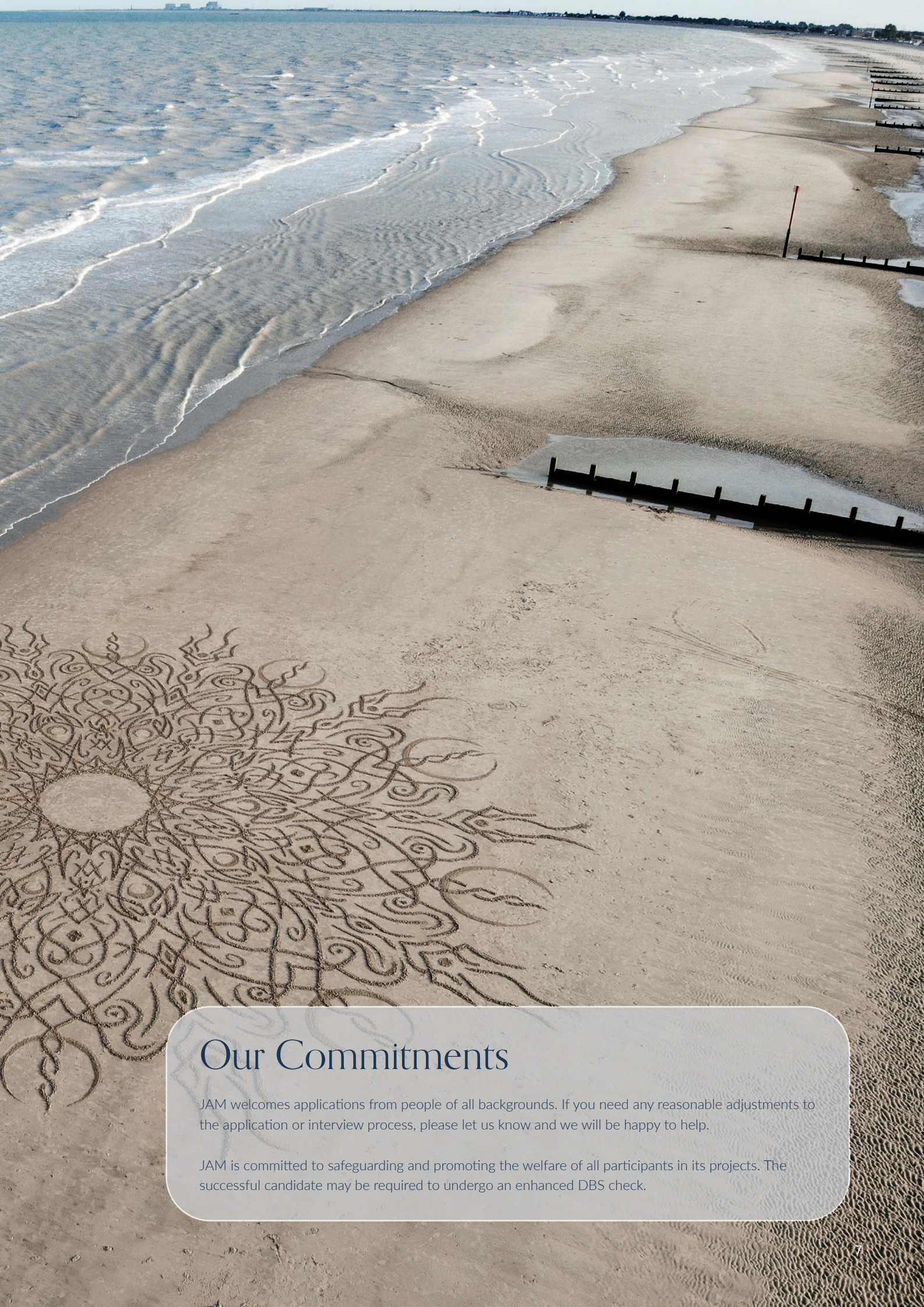
Sunday 17 May, 11:59pm

If you have any questions, please email: john@jamconcert.org
John Frederick Hudson, Artistic Director of JAM

About JAM

JAM (John Armitage Memorial Trust) is a charity that champions living composers, creates ambitious performance opportunities and brings world-class music-making into communities. Since launching in 2000, JAM has commissioned and performed more than 165 works by leading UK composers, built an annual Call for Music that now attracts more than 200 submissions, and created a free online library of music and practical resources with more than 150,000 global views.

Alongside its year-round work, JAM produces **JAM on the Marsh**, a distinctive multi-arts festival rooted in Romney Marsh, Kent. Bringing world-class music, theatre, film and art into medieval churches, community spaces and unexpected settings, it has grown from a single concert into one of the UK's most distinctive summer festivals: international in quality and local in spirit. Performers include VOCES8, The King's Singers, Alexander Armstrong, BBC Singers, the Britten Sinfonia, Changeling Theatre and the London Tango Quintet. Year-round JAM runs community art and singing projects, enabling our Marsh residents to flourish in this typically arts-deprived area.



Our Commitments

JAM welcomes applications from people of all backgrounds. If you need any reasonable adjustments to the application or interview process, please let us know and we will be happy to help.

JAM is committed to safeguarding and promoting the welfare of all participants in its projects. The successful candidate may be required to undergo an enhanced DBS check.

