

We are looking for two freelance individuals to join our team and to work with us to support the jazz scene as we work towards our conference and showcase on 12/13 January 2027 at Edinburgh Napier University (Craiglockart Campus). You will have a good understanding of the Scottish and UK jazz scene. You will work with JPN Trustees and be responsible for planning and implementing the 2027 Conference and Showcase.

The Conference Producer and Conference Coordinator will be expected to work from their own premises. It is desirable for them to be based in Scotland.

Those interested in applying should send a full CV and covering letter explaining what has interested them in the position, and why they believe they would be the best candidate to appoint. Applications are also accepted as video files and audio recordings. Please state if you are interested in the Conference Producer or Conference Coordinator role.

Conference Producer: 18 days @£200 per day, £3600 total

Conference Coordinator: 16 days @£180 per day, £2880 total

Please direct enquiries and applications to  
Pauline Black, Chair, [chair@jazzpromotionnetwork.org.uk](mailto:chair@jazzpromotionnetwork.org.uk)

## **JPN CONFERENCE PRODUCER 2027 - JOB INFORMATION**

**The role will include the following, plus any other duties by mutual agreement.**

### **Before the conference:**

- Being the first point of contact with the conference venue (Edinburgh Napier University) regarding use of rooms/tech support/catering/staffing and liaising with JPN.
- Sourcing and communicating with local hotel(s) for use by JPN staff/Board/volunteers, speakers and artists.
- Setting up and updating an online Master Grid for the event, including advancing arrangements for artists and conference speakers and guests in terms of technical , travel and accommodation requirements. Liaising with (and encouraging) trade fair stallholders.
- Drawing up and communicating soundcheck and performance/conference session schedules in liaison with both venues.
- Keeping an eye on Registrations and working with JPN Board on any updated information to go on TicketSource site; entering information from artists and speakers on TicketSource as guests.

- Entering and updating conference schedule and other information onto Whova conference software.
- Helping publicise the event locally via own networks.
- Liaising with JPN Trustees on a regular basis.

**At the conference:**

- Dealing with any last-minute changes to accommodation arrangements with the hotel(s).
- Dealing with any last-minute changes to conference and showcase schedules, updating Whova as necessary.
- Organising the registration desk working with volunteers from the Board, Conference Coordinator and artist liaison staff.
- Being the first point of contact with the technical team in the venue regarding any updates to schedules and last-minute requirements.

**After the conference:**

- Participating in a debrief with the conference host and JPN Trustees and ensuring all relevant documents are filed in the conference folder on the JPN Google Drive.

**JPN CONFERENCE COORDINATOR 2027 - JOB INFORMATION**

**The role will include the following plus any other duties by mutual agreement.**

**Before the conference:**

- Collating bursary applications and coordinating panel to assess bursary applications for conference.
- Collating showcase applications and coordinating panel to assess showcase applications.
- Liaising with bursary and showcase applicants.
- Assisting the Conference Producer with communications between JPN and the conference venue (Edinburgh Napier University) regarding use of rooms/tech support/catering/staffing.

- Liaising with Conference Producer to arrange accommodation for successful bursary/showcase applicants
- Helping publicise the event locally via own networks.

Any other duties by mutual agreement.

**At the conference:**

- Facilitating an introductory session for bursary holders.
- Staffing the registration desk working with volunteers from the Board and artist liaison staff.
- Assisting with on the ground communications to the technical team in the venue regarding any updates to schedules and last-minute requirements.
- Arranging signposting to rooms for delegates
- Facilitating set up for trade fair exhibitors

**After the conference:**

- Participating in a debrief with the conference host and JPN Trustees and ensuring all relevant documents are filed in the conference folder on the JPN Google Drive.