



## TEAM COORDINATOR & HOST |

The JAZZ Exchange is a New York City-based organization that has gained recognition in the Tri-State area. Incorporated in 2018 as an LLC and run by the Founders and a diverse volunteer team of music professionals and experts. Administrative and creative guidance provided by the Founders and Artistic Producer. We bring people together in unexpected spaces in the New York/ NJ area. We're artists, music lovers, and organizers. We're a company of musicians who support the arts and continue to build communities through music. We create, perform, listen and work to make intimate live music experiences that connect us all. Every Secret Show is focused on building community as our guests DISCOVER new venues + MEET new people + EXPERIENCE new artists

## OUR MISSION

The Jazz Exchange is an organization committed to connecting communities through music while creating a platform for established and upcoming musicians. The purpose of this organization is not only to create performance opportunities for musicians but also to connect with audiences around the world, cultivate and flourish youth development through music education, exposing our diverse communities to the public through video and audio. The Jazz Exchange maintains the efforts to support our youth, artists, and music educators through virtual and online platforms that will continue to sustain the jazz community.

## THE ROLE

As the **Secret Show Events Coordinator & Host**, you will support the execution and production of our Secret Shows based on the area and location we are hosting a Secret Show. Working closely with The Jazz Exchange admin team, you'll be the local contact for the crew, production team, artists, to ensure our events run smoothly and safely, represent The Jazz Exchange for local media opportunities, and advise and guide the regional team to support growth and innovation. You should represent the local region of the Secret Show's authentic voice and character, and be ready to evolve with The Jazz Exchange.

The Jazz Exchange has worked with over 250+ artists, hosted 15+ shows around the New York area. Our 300K+ audience members and growing are engaged with our online presence and attend Secret Shows in-person.



## WHAT YOU'LL DO

- Act as a main point of contact at the event
- Serve as the local contact to ensure the highest-quality experience and safety at every Jazz Exchange Secret Show - for the audience, artists, production crew, and local contractors
- Work up to two or shows per month
- Conduct venue visits and share reports with the admin team
- Act as the main liaison and facilitate the connection between The Jazz Exchange & the local community
- Serve as the main contact for general & day-of-event operations
- Manage day-of-event supplies and local gear inventory
- Develop and host local community events, consistently bringing the team and community together
- Refer, scout, and recommend artists, venues, crew, and community partners that align with The Jazz Exchange commitment to diversity, inclusion, and representation
- Be an expert on the local market - present recommendations for improvements on ways of working and ways of supporting local musicians
- Complete a detailed event recap to share important feedback after the event
- You'll also discover a lot of great new music, from the local area

## WHO YOU ARE

- Experienced in producing live music events or other events
- A musician or experienced in working closely with musicians in a live setting
- Available and excited to work nights and weekends, and between 2-3 events per month
- Willing and eager to travel to various areas of the local area
- Strong interpersonal and customer service skills, especially in fast-paced situations
- Able to wear many hats and take on varied tasks and projects
- You're driven to support artists and bring people together
- You have a deep love of live music and are connected to the local music community
- You can work autonomously but remain connected
- You have people management experience
- Coordinate and/or transportation of event supplies to and from the event
- You have a sincere and empathetic approach to work and communications
- You're organized, detail-oriented & work well with deadlines & problem solving
- You're passionate about building and supporting your local community
- You are able to work flexible working hours
- Previous experience in producing live music events, customer service, or hospitality is a big plus
- Eligible for employment in the US and/or internationally
- Genuine, demonstrated commitment to supporting artists and local music



## **DIVERSITY, EQUITY & INCLUSION**

We are proud to have a global workforce and strive towards having a diverse workplace. DEI is important to us, the music, and our culture.

## **COMPENSATION, PAY EQUITY**

Our people and team are precious and important to us - we aim to treat them as such. At The Jazz Exchange, we feel strongly about the compensation that we provide across the board so that no matter your skillset or experience you're paid fairly.

## **LEARNING & DEVELOPMENT**

We will take the time to help develop and create a learning culture through basic training and meetings to discuss your growth and what we expect from you.

## **HIRING JOURNEY**

We'll work with you closely to support you throughout the hiring process. If your resume shows that your skills and experience have synergy with the job description, then we'll hop on a call to say "Hello" and to start getting to know one another. If it's not the right opportunity this time, we'll always let you know. Typically our hiring processes vary based on the team and amount of shows we will be needing you for. You'll be guided through the process by our Jazz Exchange team and a brief interview to connect over the phone.

## **CONFIDENTIALITY**

The Team Leader hereto agrees that each shall treat confidentially the terms and conditions of this Agreement and all information provided by each party to the other regarding its business and operations. All confidential information provided by a party hereto shall be used by any other party hereto solely for the purpose of rendering or obtaining services pursuant to this Agreement and, except as may be required in carrying out this Agreement, shall not be disclosed to any third party without the prior consent of such providing party. The foregoing shall not be applicable to any information that is publicly available when provided or thereafter becomes publicly available other than through a breach of this Agreement, or that is required to be disclosed by or to any bank examiner of the Custodian or any Subcustodian, any Regulatory Authority, any auditor of the parties hereto, or by judicial or administrative process or otherwise by Applicable Law. The Jazz Exchange Secret Show information, shared documents, or our online website cannot be copied or used by the team leader outside of The Jazz Exchange events. If files or documents are shared and used by the team leader for outside and third party purposes the Team Leader will be dismissed from The Jazz Exchange administrators.