

JAZZ AUDIT OF THE JAZZ SOUTH REGION 2018

AUDIT BRIEF

Turner Sims invites tenders from consultants to undertake the work for the Jazz South project outlined in this brief and under the given conditions.

Jazz South

Turner Sims Southampton has been awarded £315,755 from Arts Council England's Ambition for Excellence fund for the development of Jazz South, an ambitious 3-year programme that will support and develop artistic talent, build quality in jazz practice, grow diverse audiences and develop a regional jazz identity across South East and South West England.

The extent of the region to be covered and a summary of the key elements of the Jazz South 3-year programme are outlined in the document appended to this brief.

Purpose of the audit

In developing interest in Jazz South, Turner Sims has accumulated useful but relatively basic information on the region's jazz sector - and more particularly from the South West sub-region. But to ensure Jazz South maximises its reach it is necessary to commission an authoritative audit of the sector at the outset of the project in order to establish baseline data and contacts for people and activity, against which ongoing impact can be measured and effective contact established for various elements of the project.

The audit will therefore:

- Identify all active constituents of the jazz sector within the Jazz South region
- Accumulate comprehensive contact data for such active constituents
- Establish a view of the scope and extent of the activities of each constituent
- Establish an overall comprehensive view of the scope and extent of activity in the region
- Accumulate quantitative and contact data for the sector accompanied by general qualitative observations.

The results of the audit will be presented to Turner Sims in accessible format(s) within an overall commentary and analytical report. The data and commentary will be used in developing the reach and the various areas of work of Jazz South (and in advocacy for jazz via other associated organisations) and will be made available to an independent evaluator for Jazz South who will track the progress of the project over the 3-year period.

The audit will be conducted from July 2018 and completed by December 2018. There will be future provision (but not within this current brief) for the audit to be updated in the third year of Jazz South (which currently ends in Spring 2021) and to provide comparative information of relevance to the evaluation and impact of the project.

Scope of the jazz sector

The audit will cover the jazz sector in the Jazz South region in its broadest interpretation. The scope of the audit will include (but not necessarily be restricted to) the following constituent elements:

- Jazz musicians resident in the region
- Jazz musicians not resident in but with strong links to the region and regional activity
- Record labels
- Management and agencies
- Artistic and production support personnel working specifically or predominantly in jazz in the region
- Promoters - both voluntary and professional - who concentrate exclusively on jazz
- Individuals who promote jazz; and organisations (voluntary or professional) dedicated to promoting jazz
- Promoters with jazz as part of wider programme - e.g. arts centres, theatres
- Jazz-specific festivals
- Wider festivals which include jazz in their programme
- Touring circuits or networks which support jazz tours, whether exclusively or as part of wider touring programmes
- Venues used by promoters to presents jazz (including those which are part of a promoter's organisation, e.g. an arts centre)
- Youth jazz orchestras (based around communities, counties or other localities)
- Jazz education and participation programmes run by/within Music Hubs
- Jazz education projects for all ages - e.g. summer schools, workshops
- School-based jazz bands/groups - from state and private schools
- Community-based bands
- Jazz courses or modules in Higher or Further music education institutions
- Magazines, websites/blogs/listings published from the region or focussed on jazz in the region
- Journalists, bloggers/commentators resident in or featuring jazz in the region.

Conditions of the audit

The audit shall be conducted and data and reports delivered to Turner Sims in compliance with the Turner Sims Privacy Notice.

Consultants - experience and skills

In response to the information in this brief tenders are invited from consultants who can demonstrate the following:

- Proven experience in research
- Knowledge of and experience in methods of survey and data collection
- Excellent communication skills in survey, consultation, documenting and reporting
- Knowledge of the music and arts sectors in general

- Knowledge of and familiarity with the jazz sector in the UK
- Knowledge of or familiarity with the South West and South East regions (as defined by Arts Council England)
- An understanding of the Jazz South project
- Full understanding of compliance with the Turner Sims Privacy Notice.

The auditor will, in many cases, be the first point of information and contact that people and organisations will have had with Jazz South and in all cases should represent Jazz South and Turner Sims with appropriate levels of knowledge and positive engagement.

Reporting and liaison

The consultant will:

- Report on progress regularly to the Turner Sims Concert Hall Manager (Turner Sims' strategic lead for Jazz South) and the Jazz South Manager
- Liaise with a small Audit Steering Group, to be appointed but to include Turner Sims Concert Hall Manager, the Jazz South Manager (and, pro-tem, the Set Up Manager)
- Liaise with members of the Jazz South Sub-Regional Advisory Panels (SRAPs) when constituted
- As appropriate, contact and liaise with Arts Council England officers, Music Hub managers, Jazz South partner organisations and Artists Ambassadors - and other contacts to be agreed during the project.

Results

The consultant will produce:

- A database of contact details of jazz sector constituents collected to that date at points (to be agreed in due course) during the audit period, for use by Jazz South in progressing its various elements of work
- An interim progress report mid-way in the audit period to be shared with the Audit Steering Group, the SRAPs and the Turner Sims Strategic Board
- At the end date of the project – a full audit report and commentary on the scope of the sector with appended contact information and data in accessible and GDPR compliant formats.

Timescale

The project will be delivered over a period from appointment in July to December 2018, with interim items produced at points to be agreed with the appointed consultant.

Budget

The guide price for the entire project inclusive of VAT and all other expenses to be incurred by the consultant is a maximum of £10,000. This is not a fixed price and selection of consultants will take into account competitive pricing in relation to value for money.

Tender submission

Consultants should submit a written proposal addressed to Kevin Appleby, Concert Hall Manager, Turner Sims Concert Hall, University of Southampton, SO17 1BJ – by mail or by email to kma@soton.ac.uk - to arrive no later than 12.00 midday on Monday 9 July.

Proposals should include the following:

- The experience, skills and qualifications which match the consultant to this brief
- CVs of personnel who will undertake the work and their roles in the audit
- The proposed methodology and approach to the work
- Evidence of relevant previous research and audit work
- Any overall comments on the brief
- A budget for the work in all its stages, including indications of number of days to be worked and associated costs
- An outline timetable for the work
- The names and contact details of two relevant referees from recent projects.

Selection

Shortlisting will take place as soon as possible after the closing date and interviews for the shortlisted consultancies will be held in Southampton on 18 July.

Selection of the consultant to be contracted for this work will be based on an assessment of:

- The quality and scope of the proposal
- The experience and skill of the consultants
- The value for money of the proposal and budget.