

Live Art Development Agency

Introduction to the Live Art Development Agency

The Live Art Development Agency is an impressive, idiosyncratic example of what a small organisation can achieve as collaborator, conduit and cultivator. (Keith Gallasch, Editor, Real Time, Australia)

Launched in January 1999, the Live Art Development Agency is the leading development organisation for Live Art in the UK, offering resources, schemes, projects and initiatives for the support and development of Live Art practices and critical discourses in London, the UK and internationally. The Agency is committed to working strategically, in partnership, and in consultation with artists and organisations in the cultural sector. The Agency also runs Unbound, an online shop for Live Art books and dvds.

The Agency is an independent organisation with a small team of staff who are responsible to a Board of Directors. This focused permanent team work with specialised contract staff on a project basis. Permanent staff posts are geared towards either artistic or company management responsibilities: the Director and Projects Manager have primary responsibility for the artistic areas of the Agency's work, and the Deputy Director (new post) and Administrator primarily manage the company. However, the practice of the Agency is to work to the strengths, expertise and creativity of its staff, and involve them in the planning and delivery of the Agency's work.

The Agency is a fixed-term client of the Visual Arts Unit of Arts Council England, London with an annual turnover over the last few years of between £250,000 and £350,000 (depending on projects). The Agency received a welcome 28% increase to its fixed-term funding for 2008 – 2010 in recognition of the "strength, integrity and diversity of the artistic programme ...and a wider contribution to the development of experimental and devised work in London, nationally and internationally".

The Live Art Development Agency office is located in Rochelle School, an old Victorian school complex in Shoreditch, East London which is owned and run by the A Foundation and is home to offices, workspaces for the creative and cultural industries, the Rochelle School Canteen, and the Club Row gallery space. Read more about Rochelle School at www.afoundation.org.uk/rochelle/.

For further information about the Live Art Development Agency visit www.thisisLiveArt.co.uk. Also visit www.thisisUnbound.co.uk to find out about Unbound the Agency's online store.

Deputy Director

Employer: Live Art Development Agency
Job title: Deputy Director
Responsible to: Director
Responsible for: Administrator, freelance and contract staff, interns

Following the appointment of Daniel Brine (Associate Director 2001 – 2008) as Artistic Director and CEO of Performance Space, Sydney, the Agency is advertising a new post of Deputy Director. This exciting new post will position the Agency to best meet the opportunities and challenges it faces in the future, particularly in relation to financial management, organisational development and fundraising.

This is an unprecedented opportunity for a dynamic individual to join the Live Art Development Agency and help shape its future.

The new Deputy Director post is primarily responsible for the financial, managerial and developmental aspects of the Agency's work. In addition to these core responsibilities the Deputy Director will also work alongside the artistic staff on the creative development of the Agency: the planning of its artistic programmes, the development of its resources, the delivery of its core programmes and, where appropriate, the production of specific projects including publications and events. The Deputy Director will also be a public face for the Agency and represent it and its work to a diversity of constituencies.

The Agency is happy to take a flexible approach as to how this post and its responsibilities might be best filled. Those candidates proposing an alternative approach to the fulfilment of the post are invited, and encouraged, to discuss their applications in advance with Lois Keidan the Director of the Agency. To contact Lois Keidan email lois@thisisLiveArt.co.uk or call +44 (0)20 7033 0275.

Duties

Financial

The Deputy Director will take lead responsibility for and manage the finances of the Live Art Development Agency. This role ranges from day-to-day financial management, through all levels of reporting, to strategic financial planning.

The Deputy Director will:

- prepare, manage, monitor, and appraise company management accounts, project budgets, and cash flow forecasts, and ensure these financial tools are sound, effective and appropriate;
- oversee the bookkeeping and Unbound stock management undertaken by the Agency's Administrator;
- authorise payments;
- manage the payroll;
- liaise with the company's accountant; and
- liaise with the Agency's bank.

Undertake, in consultation with the Director, all financial planning for the Agency including preparation of:

- annual budgets;
- project budgets; and

- business plans.

Maintain an up-to-date overview of the company finances including the preparation of:

- Projected year-end outcomes; and
- project-based financial position statements.

Undertake, as appropriate, all financial reporting including:

- preparation and presentation of financial reports to the Director, Board of Directors and Arts Council England;
- liaison (in consultation with the Director) with Arts Council England on the Agency's Funding Agreement and Annual Review, and ensuring all financial and annual reports are accurate and submitted on schedule;
- overseeing the preparation of annual audited accounts; and
- preparation of annual returns to Companies House and the Charity Commission.

Fundraising and development

The Deputy Director will lead, in consultation with the Director, the development of the Live Art Development Agency and will:

- research, identify, negotiate and broker partnerships with public and private sector organisations, and public bodies – from all levels of government, through higher education institutions, to arts partners – to contribute to the public positioning and increased profile of the Agency and its fundraising capacity;
- research and maintain good relationships with national and international charitable trusts and foundations with the potential to support the work of the Live Art Development Agency;
- initiate and undertake fundraising strategies and applications, in liaison with the Director, for the Agency's work in general and for specific projects; and
- represent the Live Art Development Agency and its work to artists, organisations, stakeholders, public bodies and the general public, at relevant and appropriate events and opportunities.

Company Management

It will be the responsibility of the Deputy Director to oversee the effective and efficient day-to-day operation of the Live Art Development Agency. The Deputy Director will:

- be responsible for the maintenance and development of the Live Art Development Agency premises;
- ensure all premises leases are maintained and lease conditions met;
- ensure adequate insurance cover is in place for all company activity including (but not limited to) public liability insurance, contents insurance, and project specific insurances;
- negotiate and prepare all contracts including (but not limited to) those relating to staff, artists and other contracted professionals, partnerships, funding, and suppliers;
- ensure the Agency's policies and procedures including (but not restricted to) Cultural Diversity Action Plan, Disciplinary Procedure, Grievance Procedure, and Environmental Policy are appropriate and up-to-date;
- oversee, in liaison with the Administrator, the maintenance of the company's computer systems including hardware, software, network, and suppliers including Internet Service Providers;

- line manage the Administrator, project/contracted staff as appropriate, and other staff as directed; and
- maintain an overview of all aspects of company design and work closely with the staff team to manage design projects, including but not limited to company brochure, company stationery, project marketing material, and the company's websites.

Artistic

The principle responsibilities of the Deputy Director are around company management, however, the role also involves contributing to elements of the artistic programme and creative development. The Deputy Director will:

- work alongside the Director and Projects Manager on the planning and delivery of the Agency's activities, including artistic and professional development programmes.

Where appropriate and relevant this may involve liaison with artists on professional development schemes; the provision of practical information, advice and guidance to artists and arts professionals by email, over the phone or at public events; and presentations on the Agency's work to student groups.

- work alongside the Projects Manager on the development and delivery of the Agency's resources, including the Study Room and Unbound.

Where appropriate and relevant this may include the recommendation of acquisitions and planning for events for the Study Room; and contributing to discussions around the content, promotion and growth of Unbound.

- work alongside the Director on the planning and production of specific projects including publications, programmes and events.

Where appropriate and relevant this may involve taking the lead on Agency publications and co-publications both as an editor and production manager, including the issuing of briefs, contracts, schedules and budgets for writers and designers, securing image and other permissions, overseeing print management, and implementing marketing and distribution strategies.

Where appropriate and relevant this may also involve taking on administrative and production roles for Agency programmes including liaison with artists and partners; the issuing of contracts to artists, collaborators and other partners; ensuring the Agency is appropriately represented and its interests best served at all times, and the implementation of marketing strategies.

Other Duties

The Deputy Director will carry out any other duties reasonably requested by the Director and Board of Directors.

Person Specification

It is **essential** that the Deputy Director:

- has proven experience of financial management and can demonstrate an understanding of financial systems for small arts organisations;
- has a minimum of four years experience of working within, and a commitment to, the cultural sector;
- has hands-on experience of the preparation, management and appraisal of budgets, management accounts, and financial statements;
- has a track record of presenting – in writing and orally – financial information in a clear and accessible manner to company directors, staff, and stakeholders;
- has excellent computer skills and in particular has experience of Mind Your Own Business (MYOB) or similar financial management software;
- has direct experience of public and/or private funding for the arts;
- has proven development and fundraising experience and skills;
- is a skilled negotiator;
- has experience of contract preparation, and management;
- has a track record of working in consultation, strategically, and collaboratively with a diverse range of partners
- is an excellent communicator with good interpersonal skills and is comfortable communicating orally and in writing;
- has the ability to represent the Live Art Development Agency to artists, organisations and the general public;
- is extremely well organised, self motivated and able to work as part of a small team;
- has a flexible approach to working practices; and
- has an understanding of, and commitment to, equal opportunities.

It is **desirable** that the Deputy Director:

- has an interest in and knowledge of Live Art and the infrastructures that support it in the UK;
- has experience of the planning, delivery and evaluation of artistic and professional development projects and programmes;
- has experience of managing design within a small organisation and can demonstrate an ability to liaise with designers;
- has experience of producing publications both as an editor and production manager;
- has a knowledge of funding and research opportunities within higher education sector;
- has experience of Apple computers and Macintosh OS X; using a range of computer software (including Word, Excel, PowerPoint, Mail, FileMaker Pro, Dreamweaver, Photoshop, Quark Express, Creative Suite, and iMovie); and of configuring and managing computer networks; and
- is prepared to travel.

Terms of the appointment

The Deputy Director will be appointed on a full-time basis and will be expected to work 35 hours per week.

The post holder will be entitled to five weeks paid leave each year, plus statutory bank holidays.

The Agency does not pay overtime, however, it offers time off in lieu (TOIL) in

acknowledgment of additional hours worked. In addition, the Agency has a two-week shut-down over the Christmas and New Year period and allows all employees to take this period as TOIL (in addition to accrued leave entitlements and any other TOIL accrued).

The post is offered at a salary of between £32,000 and £37,000 per annum depending on experience.

There will be a six month probation period with a review at the end of the first three months.

The Live Art Development Agency currently offers a pension scheme whereby it will match pension contributions up to 3% of Gross salary.

To apply

The Agency is happy to take a flexible approach as to how this post and its responsibilities might be best filled. Those candidates proposing an alternative approach to the fulfilment of the post are invited, and encouraged, to discuss their applications in advance with Lois Keidan the Director of the Agency. To contact Lois Keidan email lois@thisisLiveArt.co.uk or call +44 (0)20 7033 0275.

To apply, please send us by email:

- A statement – of no more than four A4 pages. Please address
 - why you feel that you are suitable for the post; and
 - how you match the person specifications – both essential and desirable - using examples of your past experience.
- Your current CV of no more than two A4 pages.
- Your current contact details.
- The names and contact details of two referees. Referees will be contacted after interview.
- Answers to the monitoring questions.

You must submit your application by email.

Email your application with 'Deputy Director application' in the subject line to rsvp@thisisLiveArt.co.uk by 12 noon (GMT) on FRIDAY 9 JANUARY 2009.

Your application should consist of an email which includes information provided under the following headings:

- name
- contact details (postal, telephone, and email)
- referees (names and contact details)
- list of attachments
- monitoring questions (providing your answers to the five questions listed below).

Your attachments should be:

- Your statement
- Your cv.

All attachments should be Word documents, RTF documents, or PDFs. The extension should therefore be .doc, .rtf or .pdf. Our preference is for PDFs as this ensures that your formatting is retained.

Please title your attachments:

- YourLastName_statement.pdf and
- YourLastName_cv.pdf.

If you are unable to submit your application by email for access or technical reasons please contact us well in advance of the application deadline to discuss alternative arrangements.

The deadline for applications is 12 noon on FRIDAY 9 JANUARY 2009.

Interviews will be held on FRIDAY 23 JANUARY 2009.

Appointment will commence from APRIL 2009.

Equal Opportunities

The Live Art Development Agency aims to ensure that no applicant receives less favourable treatment on grounds of gender, race, colour, religion, disability, marital status or sexual orientation. Applicants should note that the Live Art Development Agency's Study Room is located on the first floor of the building where there is no lift and access is by stairs.

Monitoring

The Live Art Development Agency places a strong emphasis on equality of opportunity and access. In order to help us monitor this commitment, please complete the following questions. You must return these questions as part of your application, which will not be eligible without it.

The questionnaire asks for statistical information only. We will not use the information you provide here in making our decision.

All answers should be included in your email application.

Cultural diversity

Please state what you consider to be or how you chose to define your ethnic origin (for example, Asian, British Asian, White European, Black Caribbean, British Chinese, etc)

Disability

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person?

Age

To which age group do you belong?

Below 20
40 – 49

20 – 29
50 – 59

30 – 39
Above 60

Gender

How do you describe your gender?

Visibility

How did you hear about the post of Deputy Director with the Live Art Development Agency?