



Live Art
Development
Agency

Introduction to the Live Art Development Agency

“LADA is an uncompromising, astonishing and vital resource in the field of Live Art in the UK and beyond.” -- Tim Etchells, LADA Patron

Established in 1999, the Live Art Development Agency (LADA) is the world's leading organisation for Live Art, producing specialized projects, opportunities, resources and publications for those who make, watch, research, study, teach, produce, present, write about and archive Live Art, and creating conditions in which diversity, innovation and risk in contemporary culture can thrive.

LADA is a 'Centre for Live Art': a knowledge centre, a production centre for programmes and publications, a research centre setting artists and ideas in motion, and an online centre for representation and dissemination.

LADA works strategically, in partnership and in consultation with artists and organisations across the cultural sector to develop new artistic frameworks, legitimize unclassifiable artforms, and give agency to underrepresented artists.

The Live Art Development Agency:

- Houses the Study Room, a unique open access research library;
- Runs Unbound, the world's only dedicated online shop for Live Art books, DVDs and limited editions;
- Pioneers models of artistic and professional development, dialogue and debate; contributes to groundbreaking research, study and teaching;
- Coordinates Live Art UK, the national network of Live Art promoters;
- And develops ways of increasing access to, and engagement with, Live Art through curatorial projects, programming partnerships and publishing.

All aspects of LADA's work are informed by issues of difference and diversity, and are grounded in a commitment to creating the conditions in which innovation, experimentation and risk can thrive, and to developing new forms of public engagement and new discourses around the nature, role and value of contemporary culture.

LADA particularly supports the most challenging artists, practices and ideas of contemporary culture, including emerging artists, and artists from culturally diverse backgrounds.

LADA is an independent organization with six core members of staff, and responsible to a Board of Directors. In 2010, we established a Patrons list of inspirational artists who champion our work.

Since October 2017, LADA has been based at The Garrett Centre, Bethnal Green, London. The Garrett Centre is LADA's largest venue to date offering more space for expanded programmes and activities, and marks the beginning of a new chapter in LADA's history.



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LADA is funded as a National Portfolio Organisation by Arts Council England.

LADA is a Company Limited by Guarantee, and a Registered Charity.

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.

Associate Director

This is a significant opportunity for a dynamic individual to join LADA at this important moment in its development and contribute to shaping its future.

The new Associate Director post will support and direct LADA to best meet the opportunities and challenges it faces, particularly in relation to governance, organisational development, fundraising, marketing and financial management. The Associate Director will also play a central role in the strategic development of LADA's new space at The Garrett Centre, including facility and event management, partnerships and fundraising.

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

The Associate Director has a broad range of responsibilities, and we do not anticipate applicants will necessarily have experience in all aspects of the job; however, as a minimum, they should demonstrate their capacity to develop their skills and experiences to fulfill the Job Description. LADA is also happy to take a flexible approach as to how this post and its responsibilities might be best filled, although we discourage job-share proposals.

CJ Mitchell, LADA's current Co-Director, joined LADA in 2009, during which time the organisation has grown and developed significantly. CJ is taking on a new part time role at LADA as Development Associate until at least Spring 2019, including a handover with the new Associate Director.

Candidates are invited, and encouraged, to discuss their applications in advance with Lois Keidan, LADA's Director, or Cecilia Wee, the Chair of LADA's Board. To contact Lois Keidan, email lois@thisisLiveArt.co.uk or call +44 (0)208 985 2124. To contact Cecilia Wee, email newartonmondays@yahoo.co.uk or call +44 (0)7929 108360.



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Job Description – Associate Director

Supervision: LADA's Director and Board Chair

The Director and Associate Director will work closely together to achieve the effective realisation of LADA's mission; ensure its sustainable development; and represent LADA and its work to artists, organisations, funders, stakeholders, public bodies and the general public, through events, writing and other opportunities.

The principle responsibilities of the Associate Director relate to organisational development, fundraising, marketing and financial management. The role also involves some contribution to elements of the artistic programme and creative development.

Responsibilities:

Organisational development

The Associate Director will lead on LADA's organisational development, and will:

- research, identify, negotiate and broker partnerships with public and private sector organisations, and public bodies – including government, higher education institutions, arts partners, local community organisations – to contribute to the public positioning and increased profile of LADA and its capacity (including LADA's work on Arts Council England funding applications, Funding Agreement conditions and reporting);
- research, develop and maintain good relationships with local, national and international charitable trusts and foundations with the potential to support LADA's work;
- initiate and undertake fundraising strategies, and funding applications for LADA's work in general and for specific projects, to include a focus on individual donor fundraising schemes and related stewardship;
- initiate and undertake marketing/PR strategies and plans for LADA's work in general and for specific projects; and
- represent LADA and its work to artists, organisations, stakeholders, public bodies and the general public, at relevant and appropriate events and opportunities.

The Associate Director will play a central role in the development of LADA's new space at the Garrett Centre, including facility and event management, partnerships, fundraising. Organisational development work will be carried out with the support and input of the Director, the Board of Directors and Fundraising & Marketing Committee.



Financial

The Associate Director will take lead responsibility for and manage LADA's finances. This ranges from day-to-day financial management, through all levels of reporting, to strategic financial planning.

Undertake, in consultation with the Director, financial planning for LADA including the preparation and appropriate Board approval of:

- annual budgets;
- project budgets; and
- business plans.

The Associate 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;
- maintain an up-to-date overview of the company finances including the preparation of projected year-end outcomes, and any necessary revisions to budgets; and project-based financial position statements.
- oversee the bookkeeping functions (by LADA staff and by external bookkeepers) and Unbound operations (including stock management);
- authorise and make payments;
- manage the payroll;
- liaise with the company's annual accountant; and
- liaise with LADA's Banks, including effective coordination of investments.

Undertake all financial reporting including:

- preparation and presentation of financial reports to the Director, Board of Directors, Arts Council England, and funders/partners;
- liaison (in consultation with the Director) with Arts Council England on LADA's Funding Agreement and Annual Survey, 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.

Company Management

The Associate Director will oversee the effective and efficient day-to-day operation of LADA, and will:

- coordinate LADA's Board of Directors and Board Committees, including Board Agendas, minuting, reporting, and other support and communication;
- be responsible for the maintenance and development of the premises and liaison with LADA's landlords, the Chalice Foundation, and the Administrator of The Garrett Centre;
- 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;



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- negotiate and prepare contracts including (but not limited to) those relating to staff, artists and other contracted professionals, partnerships, funding, and suppliers;
- ensure LADA's policies and procedures including (but not restricted to) Equality Action Plan, Disciplinary Procedure, Grievance Procedure, Ethical Fundraising Policy and Environmental Policy are appropriate and up-to-date;
- oversee, in liaison with the Digital Programmes Manager, the maintenance of the company's computer systems including hardware, software, network, and suppliers including Internet Service Providers; and
- line manage project/contracted staff and other staff as appropriate and directed, in relation to the duties in each staff member's Contract of Employment.

Artistic

The Associate Director will also contribute to elements of the artistic programme and creative development, and will:

- work alongside the Director and other staff on the planning and delivery of LADA's activities, including artistic and professional development programmes;
- work alongside the Director and other staff on the development and delivery of LADA's resources, including the Study Room and Unbound;
- oversee the programmes and initiatives of the Live Art UK network; and
- 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 LADA publications and co-publications both as an editor and production manager.

The Associate Director will also be expected to carry out any other duties as reasonably requested by the Director and Board of Directors.

Other LADA staff will be available to support the responsibilities summarised above.



Person Specification

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

- has a minimum of four years experience of working within, and a commitment to, the cultural sector;
- is familiar with Live Art and has an awareness of the infrastructures that support it in the UK;
- has proven organisational development, fundraising and marketing/PR experience and skills;
- has direct experience of public and/or private funding for the arts;
- has the ability to represent LADA to artists, organisations and the general public;
- has proven experience of financial management and can demonstrate an understanding of financial systems for small arts organisations;
- 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 Xero or similar financial management software;
- 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;
- is extremely well organised, self motivated and able to manage, supervise and work as part of a small team;
- has a flexible approach to working practices; and
- has an understanding of, and commitment to, LADA's values and policies, including diversity of representation, equal opportunities, and environmental sustainability.

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

- 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 / or 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, Photoshop, Creative Suite, and iMovie); and of configuring and managing computer networks; and



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- is prepared to undertake occasional travel.

If applicants do not meet every aspect of the “essential” criteria above, as a minimum, they should demonstrate their capacity to develop their skills and experiences to fulfill the Job Description. LADA is also happy to take a flexible approach as to how this post and its responsibilities might be best filled, although we discourage job-share proposals.

Terms of the appointment

The Associate 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 four weeks paid leave each year, plus statutory bank holidays.

LADA does not pay overtime, however, it offers time off in lieu (TOIL) in acknowledgment of additional hours worked. In addition, LADA 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 £39,000 and £44,000 per annum depending on experience.

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

LADA currently offers a pension scheme whereby it will match pension contributions up to 3% of Gross salary.

To apply

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/resume.
- Your current contact details.



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- 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 'Associate Director application' in the subject line to joseph@thisisLiveArt.co.uk by 12 noon (GMT) on Tuesday 31 July 2018.

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 Tuesday 31 July 2018.

Interviews will be held on Friday 10 August 2018. Interview date subject to availability of selected applicants.

Appointment will ideally commence on Monday 5 November 2018, or earlier if available.



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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, class or sexual orientation.

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 on the online application form. You must return this information 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, and your information will remain confidential.

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	20 – 29	30 – 39
40 – 49	50 – 59	Above 60

Gender: How do you describe your gender?

Visibility: How did you hear about the post of Associate Director with the Live Art Development Agency?