



Live Art  
Development  
Agency

## Digital Resources & Projects - Job Opportunity

**This information and Job Description are available in large print on request.**

### 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, artist and 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. Celebrating its 20<sup>th</sup> anniversary in 2019, LADA creates the conditions in which diversity, innovation and risk in contemporary culture can thrive.

LADA works strategically, in partnership and in consultation with artists and organisations across the cultural sector, and through its Projects, Opportunities, Resources and Publishing activities creates new artistic frameworks, supports the agency of underrepresented artists, legitimises unclassifiable art forms, and gives visibility to untold histories. LADA’s work sets artists and ideas in motion, serves as a research lab for mass culture, and contributes long-term to the wider culture in ways which can’t be foreseen.

The Live Art Development Agency’s activities include:

- The Study Room, a unique open access research library.
- Unbound, the world’s only dedicated online shop for Live Art books, DVDs and limited editions.
- Pioneering models of artistic and professional development, dialogue and debate; contributes to groundbreaking research, study and teaching, including the MA Live Art with Queen Mary University of London.
- Coordinating Live Art UK, the national network of Live Art promoters.
- Developing 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. LADA particularly supports the most challenging artists, practices and ideas of contemporary culture.

LADA is an independent organization with six core members of staff, and responsible to a Board of Directors. We also have a Patrons list of inspirational artists who champion our work. LADA is funded as a National Portfolio Organisation by Arts Council England.

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.



Live Art  
Development  
Agency

This is a significant opportunity for a self-motivated individual to join LADA at this important moment in its development, and support LADA to best meet the opportunities and challenges it faces and contribute to shaping its future.

**For further information about the Live Art Development Agency visit [www.thisisLiveArt.co.uk](http://www.thisisLiveArt.co.uk).  
Also visit [www.thisisUnbound.co.uk](http://www.thisisUnbound.co.uk) to find out about Unbound, LADA's online store.**



Live Art  
Development  
Agency

## Job Description

---

### **Job title: Digital Resources & Projects**

**Reporting to LADA's Director, including an initial review after three months.**

**2 working days per week**

**The main purpose of the Digital Resources & Projects post is to manage and develop LADA's digital functionality and capacity, online resources, archives and archival projects, websites, and screen-based resources, projects and programmes.**

**This is an exciting opportunity for a self-motivated individual with excellent digital skills to join LADA and contribute towards its future. We are particularly interested in applicants with a knowledge of innovative and experimental contemporary culture, who can inventively fill and develop this role.**

### **Responsibilities:**

#### **1. Resources and Projects:**

The Postholder will manage and/or support the development and implementation of LADA's digital resources and projects:

- Support the development and, where appropriate, project management of programmes and projects that manifest online or through digital media (eg websites, film/video, audio),
- Manage the digital elements of LADA's public programmes, projects, resources and initiatives, and coordinate their digital documentation, distribution and archiving.
- Manage the development and maintenance of project specific websites, such as PLAYING UP, and other digital projects.
- Manage the preparation of materials for screening events and online programmes, to include copyright/permissions and editing.
- Manage the development, archiving and access/dissemination of digital content through Live Online and elsewhere. This will include the digitization of, and public access to our Study Room and other digital materials, including through Live Online, and coordinating the hardware, software and network required to support these initiatives.
- Support the effective public profiling of LADA's digital resources and projects through marketing, communications and PR. Note: other LADA staff are responsible for communications/PR.
- Liaise with artists, arts organisations and other collaborators, partners and parties.
- Research, develop and implement appropriate contractual and legal arrangements.

The Postholder will carry out some of this work in collaboration with other LADA staff and/or external organisations/individuals.

#### **2. Strategies and Fundraising:**

The Postholder will:

- Identify fundraising opportunities and partnerships for digital projects, and support LADA staff who will develop and write applications for these opportunities.



**Live Art  
Development  
Agency**

- Coordinate occasional external consultation for LADA's digital programmes and operations, which may include training, mentoring, and advice from individuals and groups.
- Support reporting to LADA's Board of Directors on LADA's digital resources and projects.

**3. Operations:**

**Websites/email/database**

The Postholder will:

- Oversee LADA's websites, including the creative and 'technical' development of new features and design. This includes websites for LADA, Unbound, Live Art UK and various project websites.
- Support the maintenance, development and security of LADA's websites, databases (Study Room catalogue and Capsule), 3<sup>rd</sup> Party software and Google Admin (email).

**Office computers and computer network**

The Studio Manager coordinates LADA's Office computers and computer network; the Postholder will provide support, advice and guidance to the Studio Manager and other LADA staff regarding:

- The efficient and effective running and maintenance of LADA's office computers, computer systems/network, websites and databases.
- LADA's IT support agencies.
- The planning and budgeting for new office/project computers, network and software, backup and security needs.

This list of responsibilities is not exhaustive and the postholder will also be expected to carry out any other duties as reasonably requested. This role will be overseen by LADA's Director, and administrative support will be provided by other LADA staff.

**Person specification**

**1. Essential Skills, Knowledge and Experience:**

- Is well organised and possesses strong administration skills;
- Excellent communication skills in writing and in person;
- Is aware of and engaged with new developments in digital technology, relating to the artistic, distribution and archiving activities of the post;
- Knowledge and experience of Desktop Publishing Programmes including Adobe Creative Cloud, particularly Photoshop, Illustrator and InDesign;
- Apple computers, Macintosh operating systems, and small office networks;
- Microsoft Word, Excel and database programmes;
- Experience of working with Vimeo and of video editing, exporting and digital asset management using Adobe Creative Cloud (Such as Adobe Premiere Pro and Adobe Media Encoder);
- Knowledge and experience of WordPress and other web-based content management systems, and of working with a small agency on web developments;
- Mac Server maintenance including digital backup processes and security settings.

**Other:**



**Live Art  
Development  
Agency**

- Understanding of, and commitment to, equal opportunities and LADA's values: <http://www.thisisliveart.co.uk/about/how-we-work/>;
- Self-motivated, able to work as part of a small team and understand the broader context and needs of their work.

## **2. Desirable**

- Experience of strategically developing communications to nurture audiences;
- Some knowledge or experience of digital copyright issues and intellectual property.
- Interest in the Live Art sector and/or innovative and experimental contemporary culture and the infrastructures that supports it;

### **Terms of the appointment**

The postholder will be appointed on a part-time basis, and will be expected to work 14 hours per week.

The postholder's work schedule will be scheduled for two days between Tuesday-Friday, 10am-6pm. Please highlight in your personal statement your proposed working days (eg Tuesday & Wednesday).

The postholder will be entitled to four weeks pro rata paid leave each year (ie 8 working days), plus pro rata 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.

The post is offered at a salary of £12,000 per annum. (Full-time salary equivalent: £30,000.)

There will be a three month probation period.

LADA offers a pension scheme whereby it will match pension contributions up to the current Government minimum % of Gross salary.

### **To apply:**

**Your application should be submitted via this link - <https://tinyurl.com/y55blrxx> Deadline by 12 noon (GMT) Monday 21 October 2019.**

The application information required includes:

- Name
- Contact details: postal, telephone, and email
- The names of two referees. Referees will be contacted, but only after interview and at which point we will request their contact details.
- Monitoring questions, providing your answers to the questions listed below
- Access requirements

You should also include two attachments:



**Live Art  
Development  
Agency**

- A personal statement of no more than one A4 page, including:
  - Why you are interested in, and feel that you are suitable for the post and how you match the person specifications noted above, using examples of your past experience.
- and*
- Your current CV/resume of no more than two A4 pages

Interviews will be held on **30th October** (date subject to availability of selected applicants). Second interviews, if needed, will be held on **6th November**.

Appointment will ideally commence in January 2020, or earlier if available.

### **Equal Opportunities**

LADA is committed to responding to the complex needs of a diverse society and aims to enhance the involvement of artists, arts professionals and the public when considering age, gender, race, disability, sexual orientation and other 'protected characteristics' and marginalised identity subject positions that the government or Arts Council England does not outline such as class and educational backgrounds. LADA is an inclusive employer and actively seeks to reject and redress imbalances of power, representation and resource distribution in its work. We welcome applications from all backgrounds, and we especially encourage and support BAME and Disabled/Deaf candidates as these are underrepresented in our organisation. We will support any access requirements during the recruitment process and ask all candidates to include access requirements in their required application information.

### **Monitoring**

In order to help us monitor this commitment to creating equal opportunities, 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 – if you wish, you can cross "I'd prefer not to say" on every question.

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)

[ ] – Please cross if you would prefer not to say

**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?

[ ] – Please cross if you would prefer not to say



Live Art  
Development  
Agency

**Age:** To which age group do you belong?

Below 20  
40 – 49

20 – 29  
50 – 59

30 – 39  
Above 60

– Please cross if you would prefer not to say

**Gender:** How do you describe your gender?

– Please cross if you would prefer not to say

**Visibility:** How did you hear about this job opportunity with the Live Art Development Agency?

– Please cross if you would prefer not to say