



Live Art
Development
Agency

Finance & Management - 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 20th 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.



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This is a significant opportunity for a self-motivated individual to join LADA at this important moment in its development, and direct 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. Also visit www.thisisUnbound.co.uk to find out about Unbound, LADA's online store.



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Job Description

Job title: Finance & Management

**Reporting to LADA's Director, including an initial review after three months.
4 working days per week, Tuesday to Friday**

The main purpose of the Finance & Management postholder relate to finance, governance and company management. The role also involves contributing to elements of fundraising (through grants, donations, fees, sales, and partnerships), the management and production of publications, artistic and organisational planning, and, where appropriate, specific creative projects, events, and resources.

The postholder will closely support and work with the Director to achieve the effective realisation of LADA's mission; ensure its sustainable development; and, where appropriate, represent LADA and its work to artists, organisations, stakeholders, public bodies and the general public.

Responsibilities:

Financial

The postholder will take lead responsibility for, and manage, LADA's finances. This role 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 postholder will:

- prepare, manage, monitor, and appraise company management accounts, project budgets, and cash flow forecasts;
- 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 staff and by external bookkeepers) and Unbound shop operations (including stock management);
- authorise and make payments;
- manage the payroll (which is coordinated by external bookkeepers);
- liaise with LADA's annual accountant; and
- liaise with LADA's Banks, including effective coordination of investments.

Undertake all financial reporting including:

- Financial reports to the Director, Board of Directors, Arts Council England, and funders/partners;



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

Fundraising, Partnerships & Income Generation

All LADA staff have responsibilities for income generation, and the postholder will support and enhance LADA's fundraising, partnerships and income generation by:

- holding a strategic overview of the range of partnership funding requirements of the organization, ensuring that all current opportunities are assessed, and helping research, identify and broker partnerships with public and private sector organisations – including Bethnal Green/East London neighbourhood organisations and initiatives, higher education institutions, and arts partners – to contribute to the public positioning and increased profile of LADA and its fundraising capacity (including LADA's work on Arts Council England funding applications, Funding Agreement conditions and reporting);
- research and maintain good relationships with local, national and international funders, including charitable trusts and foundations with the potential to support LADA's work;
- support grant and other fundraising applications for LADA's work in general and for specific projects, particularly budget preparation, management and reporting;
- ensure LADA's individual donor fundraising plans and processes are coordinated effectively;
- contribute to the sustainability and development of income from LADA's Unbound shop; and
- represent LADA and its work to artists, organisations, stakeholders, public bodies and the general public, at relevant and appropriate events and opportunities.

The duties above will be carried out with the direction and support of the Director, the Board of Directors and Fundraising Committee.

Organisational Management

The postholder will oversee the effective and efficient day-to-day operation of LADA. This work will be carried out with the support of LADA's Director and Studio & Operations postholder, to:

- ensure the efficient and effective management and coordination of LADA's operations and programmes, working closely with, and line manage, other staff as appropriate and directed, in relation to the duties in each staff member's Contract of Employment and to support them plan, deliver and evaluate their work to the highest quality.
- ensure all premises leases are maintained and lease conditions met;
- ensure adequate insurance cover is in place for all company activity including public liability insurance, contents insurance, and project specific insurances;
- negotiate and prepare contracts including those relating to staff, artists and other contracted professionals, partnerships, funding, and suppliers;

Governance

The postholder will oversee various governance and compliance matters including:

- coordinate LADA's Board of Directors and Board Committees, including Board Agendas, minuting, reporting and communication;
- ensure all premises leases are maintained and met;



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- ensure adequate insurance cover is in place for all company activity including public liability insurance, contents insurance, and project specific insurances;
- negotiate and prepare contracts including those relating to staff, artists and other contracted professionals, partnerships, funding, publications, and suppliers; and
- work with LADA's Studio and Operations postholder to ensure LADA's policies and procedures, including Equality Action Plan, Grievance & Disciplinary Procedures, Ethical Fundraising Policy and Environmental Policy are appropriate, up-to-date, and being complied with.

Governance work will be carried out with the support and input of the Director and Studio and Operations postholder.

Artistic

The postholder 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; 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.

This list of responsibilities is not exhaustive and the postholder will also be expected to carry out any other duties as reasonably requested by the Director and Board of Directors.

Person Specification

1. Essential Skills, Knowledge and Experience:

- Experience of working within and a commitment to the cultural sector, OR other work experience which aligns with the responsibilities summarized above and the cultural values of LADA;
- Experience of Apple computers and Macintosh OS X; using a range of computer software (including Word, Excel, PowerPoint, Mail);
- Proven finance experience, skills and/or qualifications;
- Direct experience of public and/or private funding for the arts and/or charity sector;
- Proven experience of financial management and can demonstrate an understanding of financial systems for a small organisation;
- Hands-on experience of the preparation, management and appraisal of budgets, management accounts, and financial statements;
- Track record of presenting – in writing and orally – financial information in a clear and accessible manner to company directors, staff, and stakeholders;
- Awareness of fundraising and/or partnership applications / proposals, and their subsequent management, evaluation and reporting;
- Understanding of governance systems and processes, including the coordination of a registered Company/Charity and its Board of Directors;
- Excellent computer skills with experience of Xero or similar financial management software;



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- Experience of contract preparation and management with parties ranging from independent artists to small web development agencies to publishing houses to large institutional partners.
- Leadership and management:
- Extremely well organised, self-motivated and able to manage, supervise and work as part of a small team;
- An advocate for LADA, representing the organisation to artists, organisations and the general public;
- Excellent time management and organisational skills;
- Track record of working in consultation, strategically, and collaboratively with a diverse range of partners;

Other:

- Understanding of, and commitment to, LADA's values and policies, including diversity of representation, equal opportunities, and environmental sustainability.
<http://www.thisisliveart.co.uk/about/how-we-work/>

2. Desirable

- Worked within the Live Art sector and/or innovative and experimental contemporary culture and the infrastructures that supports it;
- Experience of significant fundraising and income generation within a charity context;
- Experience of publications in an editorial or production capacity;
- Ability to undertake occasional travel.

Terms of the appointment

The postholder will be appointed on a part-time basis, and will be expected to work 28 hours per week.

The postholder's work schedule will be Tuesday-Friday, 10am-6pm.

The postholder will be entitled to four weeks pro rata paid leave each year, 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 £30,000 per annum. (Full-time salary equivalent: £37,500.)

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.



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To apply:

Candidates are invited, and encouraged, to discuss their applications in advance with Lois Keidan, LADA's Director, email lois@thisisLiveArt.co.uk or call +44 (0)208 985 2124.

Your application should be submitted via this link - <https://tinyurl.com/y5m8dpza> 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:

- 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;
 - 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 **29th October** (date subject to availability of selected applicants). Second interviews, if needed, will be held on **5th 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.



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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 – 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

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