



**Live Art
Development
Agency**

Artist & Administrator Support – Job Opportunity

Job Description

Job title: Artist & Administrator Support

Reporting to LADA's Leadership 4 working days per week, worked between Tuesday to Friday.

The main purpose of the Artist and Administrator post is to support the Leadership in maintaining and profiling LADA's opportunities, projects, resources, and educational activities, with a particular focus on our offer to artists across all strands of our work.

The Leadership takes lead staff responsibility for the successful delivery of LADA's activities. The postholder is responsible for the administration and communication of this work.

All LADA staff have responsibilities for income generation, and the postholder will particularly support LADA's income generation through cultivating and maintaining organisational partnerships and grant research.

Responsibilities:

Supporting programmes and opportunities

Working closely with the Leadership, the postholder will support the development, selection, production and profiling of LADA's key opportunities, development programmes and projects including:

- artist workshops and gatherings;
- bursary opportunities;
- residency programmes;
- talks and screenings;
- artist-led and LADA publications;
- research projects and HE collaborations;
- other artistic activities as necessary including commissioned projects and partnerships.

The postholder will be the administrative contact for artists and participants in LADA's programmes, projects and opportunities.

They will:

- work closely with the Leadership on selection and curatorial decisions, including publications;
- contribute to the delivery and hosting of events at The Garrett Centre and LADA's online platforms;
- coordinate travel, accommodation and hospitality arrangements;
- contribute to the marketing and communications of LADA's activities;
- support the Leadership in providing written and verbal programming reports to LADA's staff and Board.

Resources and educational activities

The postholder will:

- manage the Study Room, supporting its ongoing development and enhancement;
- support artists and researchers in the development of resources (such as Study Room Guides);
- work with partner organisations to curate Study Room Boxes and other materials for loan;
- work with the Digital Projects & Resources postholder on the appropriate documentation and archiving of LADA's activities;
- represent LADA and the Live Art sector at occasional public and private events, including panel discussions, symposia, and professional development gatherings for artists and students.

Unbound

Unbound is LADA's shop and the world's only online shop dedicated to Live Art related materials. The postholder will:

- coordinate the timely fulfilment of Unbound orders;

- manage Unbound stock, including registering orders, sending out orders, ensuring a constant stock supply (including the in-house production of DVDs on-demand) and monitoring stock using stock-tracking software (this includes stock from established publishers, artists' self-published items, and LADA publications);
- coordinate accurate and regular stocktakes, and liaise with the external bookkeeper to integrate stocktakes with LADA's financial system;
- work with the PR & Communications postholder to support Unbound's marketing and communications, including emails, blog, social media, and content on the Unbound website.
- maintain the stock management decisions for Unbound;
- advise and support the PR & Communications postholder on editorial content for the Unbound website.

The duties above will ensure accurate and complete management of all aspects of the Unbound website, and its integration with LADA's accounting system and physical stock control.

Fundraising and income generation

The postholder will:

- cultivate and maintain organisational partnerships (including with funders and educational institutions);
- support the Leadership to research and draft grant applications;
- contribute to funder reporting;
- support the Finance postholder in maintaining excellent financial records for LADA's activities.

General

Along with other staff, the postholder will contribute to the efficient running and maintenance of LADA's office and events. The tasks and responsibilities noted below will be shared with other staff:

- respond to telephone calls, mail and emails, and report on them as necessary;
- organise and, where appropriate, minute meetings.

The postholder will be expected to carry out any other duties as reasonably requested.

Salary : £25,000 per annum

To apply:

Your application should be sent to directors@thisisliveart.co.uk

You should include **two attachments**:

- A cover letter 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.
- Your current CV/resume of no more than two A4 pages.

Please also provide the following information:

- Name
- Contact details: postal, telephone, and email
- The names of two referees. Referees will be contacted, but only after the interview and at which point we will request their contact details.

Please ensure that the font size used both on your email and attachments is at least 16 pt. You are welcome to submit a video application if you prefer; upload your video to Vimeo or Youtube and send us a link, along with your name, contact details, and names of referees. Please get in touch if you'd like to submit your application in another way; we'd be happy to facilitate this.