

## **Live Art Development Agency, London**

**"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**

The Live Art Development Agency (LADA) was founded in 1999 and is the UK's only fully dedicated Live Art development organization. We produce **projects, publications, resources and opportunities** for those who make, watch, research, study, teach, produce, present, write about and archive Live Art.

LADA is a **Centre for Live Art**. We act as a hub for audiences, artists, writers, researchers, and producers to 'think' about the event, the experience and the impact of art. We work with the most challenging artists and ideas of our times, give agency to underrepresented artists and practices, and are trusted internationally for our role in cultivating the sector.

Working strategically, in partnership and in consultation, LADA champions and develops new artistic frameworks, and legitimizes unclassifiable art forms. We aim to inspire everyone who is excited by new ideas and experiences, and to support, encourage and promote engagement with issues of diversity, innovation and risk taking in contemporary culture.

LADA works to reduce the Live Art sector's vulnerability, supporting and developing artists and initiatives which will in the long-term inform the mainstream in ways we can't yet foresee. In this way, LADA acts as a research lab for mass culture.

LADA is an independent organisation with a small team of six staff who are responsible to a Board of Directors. Permanent staff posts are geared towards artistic and/or company management responsibilities. However, LADA's practice is to work to the strengths, expertise and creativity of its staff, and involve them in the planning and delivery of LADA's work.

LADA is funded as a National Portfolio Organisation of the Visual Arts Department of Arts Council England, London with an annual turnover over the last few years of between £350,000 and £400,000.

For further information about LADA 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.

### **Coordinator - Job Opportunity**

#### **A new 12-month full-time position as part of LADA's Next Steps Scheme for emerging Live Art administrators and producers**

The Coordinator will work as part of the small team at LADA to manage and coordinate LADA's office and resources, and contribute to the effectiveness of LADA's activities. The Coordinator will play a vital role in supporting LADA to best meet the opportunities and challenges it faces. This is an opportunity for a dynamic individual who is at the start of their career to join LADA and contribute to its future.

- This opportunity is particularly aimed at individuals who plan to develop a career in the arts, whether as administrator, manager, fundraiser, producer and/or curator. This one-year position is intended to enhance the successful applicant's prospects for future employment.

- We particularly welcome applications from (1) recent arts graduates whose circumstances mean they cannot afford to pay for training or whose background and family circumstances might make it difficult for them to take up unpaid positions, and (2) non-arts graduates who can demonstrate an interest in and commitment to developing a career in the arts, whose circumstances mean they cannot afford to pay for training or whose background and family circumstances might make it difficult for them to take up unpaid positions. Additional information on these criteria is provided below.
- We particularly encourage applications from those with an interest in, enthusiasm for, and some experience of, Live Art and related experimental performance based practices.

The successful candidate will be supported to develop their skills and experience as an arts professional. See 'Person Specifications' below regarding applicants' skills and experience.

The Coordinator will be employed on a full-time basis for a 12-month period, at an annual salary of £17,500.

\*LADA has previously supported two 12-month full-time placements:

**Aaron Wright** joined LADA as Programme Coordinator in 2010 through a DCMS Jerwood Creative Bursary, and after his placement was offered permanent employment at LADA. He became LADA's Programmes Manager in 2012, and left LADA in 2016 following his appointment as Artistic Director of the Fierce Festival, Birmingham.

During his time at LADA, Aaron helped transform many aspects of our projects and initiatives, in particular the annual DIY professional development programme, which has significantly grown in scale, impact and reputation due to Aaron's vision, networks and coordination.

Aaron: "There couldn't have possibly been a better place for me to develop my networks, skills and experiences for curating and producing Live Art. LADA has fundamentally shaped my work ethic, and these values will permeate all my future endeavours. As a part of the formidable LADA team I've worked with some of the world's most brilliant artists."

**Katy Baird** joined LADA as Coordinator in 2012, and after her placement was offered permanent employment at LADA. Katy will be leaving LADA in early 2017 to pursue her performance and curatorial work.

During her time at LADA, Katy significantly contributed to the development and enhancement of our programmes and resources, including the Study Room and Unbound online shop; coordinated public programmes and artist opportunities; implemented important marketing and communications initiatives; and ensured the strength and growth of LADA's networking and communities.

Katy: "Working at the Live Art Development Agency has literally changed my life! The support and encouragement I received during my time at LADA was instrumental in making me realise the potential of my abilities and this has had an enormous impact on my work and life. Working at LADA has made me understand the importance of rigour, of integrity and of the value of open dialogue and communication. I feel incredibly lucky to have worked here and I know that all the skills, ideas and knowledge I have gained over the last four and a half years will help me immeasurably in my future career as an artist and event producer."

## **Live Art Development Agency Coordinator - Job Description**

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**Supervision:** by the two Co-Directors, including an initial review after three months.

### **Responsibilities:**

#### **General**

The Coordinator has responsibility for the efficient running and maintenance of LADA's office, and will:

- respond to telephone calls, mail and emails, and report on them as necessary;
- manage the office filing;
- undertake general correspondence;
- order stationery, computer and other office supplies;
- organise occasional LADA mailings;
- organise travel and accommodation arrangements for staff, where appropriate;
- organise and where appropriate minute meetings, including weekly staff meetings, quarterly Board meetings and Live Art UK members' meetings;
- coordinate interns, placements and volunteers, including procedures, recruitment, scheduling, orientation, administration and evaluation; such staff generally support Unbound, Study Room and general marketing and communications;
- maintain office equipment and related operational manuals/warranties;
- work with other staff to develop operations strategies and procedures;
- oversee the scheduling of the office calendar; and
- maintain and develop LADA's Administration Manual.

#### **Resources – Unbound**

The Coordinator has responsibility for the management, development and running of LADA's Unbound online shop and stock, and 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 the integration of stocktakes with LADA's financial system;
- coordinate and maintain agreements/arrangements with artists, institutions and other bookshops regarding the terms and conditions of their relationship with Unbound;
- maintain an overview of, and research potential new titles for Unbound, in dialogue with other LADA staff; and
- support Unbound's marketing and communications, including emails, blog, social media, and content on the Unbound website. LADA's Marketing Coordinator will be responsible for subsequent content development and coordination of Unbound marketing and communications.

The Coordinator's 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.

#### **Resources – Study Room**

The Coordinator has responsibility for the day-to-day running of LADA's Study Room, and will:

- ensure the upkeep of the Study Room, including making sure that the Study Room is tidy and the holdings well maintained;

- respond to bookings for the Study Room, oversee the Study Room calendar, welcome, supervise and monitor Study Room users, and maintain records of Study Room use;
- research, purchase and manage/supervise the cataloguing of new Study Room acquisitions, in dialogue with LADA staff;
- digitize Study Room holdings and other digital materials, with related computer support, cataloguing, and Study Room/online user access;
- propose, develop and manage Study Room enhancement activities, including Study Room Guides, Gatherings and other initiatives;
- oversee the production and publication of print and online Study Room Guides, in dialogue with other LADA staff;
- manage Study Room Ambassadors, including recruitment, supervision and liaison on events;
- liaise with the Institute for Art & Practice of Dissent at Home on acquisitions and events for the Study Room in Exile (Liverpool); and
- coordinate arrangements for Study Room Boxes and other non-LADA based Study Room activities.

### **Finance**

The Board of Directors is ultimately responsible for LADA's financial management; the Directors take lead staff responsibility for managing LADA's finances; and LADA works with a freelance bookkeeper to support the processing of financial transactions. The Coordinator has responsibility for supporting LADA's financial bookkeeping, and will:

- collate invoices, receipts and other financial paperwork for LADA's bookkeepers;
- manage petty cash transactions;
- track stock purchases, sales and payments in relation to Unbound; and
- liaise with third parties involved in financial transactions as necessary.

### **Projects and initiatives**

The Coordinator is responsible for administering occasional public programmes and professional development initiatives, which may include:

- being the administrative contact for participants, artists, audience members and technical staff where appropriate;
- coordinating travel, accommodation and hospitality arrangements where appropriate;
- organizing booking and reservations procedures; and
- occasionally House Managing events.

This work may include: programmes at LADA; *Talking Shop* events, Study Room Gatherings and other SR events, open advice sessions and networking opportunities; *DIY* workshops conceived by and for artists, supported via a network of national partners; publication launches; and Platform events providing enhanced support for emerging artists.

The Coordinator will also be expected to carry out other duties as reasonably requested.

Most of the duties above will be closely supported and/or supervised by other staff and placements.

## **Eligibility Criteria**

This opportunity is particularly aimed at individuals who plan to develop a career in the arts, whether as administrator, manager, fundraiser, producer and/or curator. This one-year position is intended to enhance the successful applicant's prospects for future employment.

To ensure representative diversity within the cultural sector, we particularly welcome applications from (1) recent arts graduates whose circumstances mean they cannot afford to pay for training or whose background and family circumstances might make it difficult for them to take up unpaid positions, and (2) non-arts graduates who can demonstrate an interest in and commitment to developing a career in the arts, whose circumstances mean they cannot afford to pay for training or whose background and family circumstances might make it difficult for them to take up unpaid positions.

We particularly encourage applications from those with an interest in, enthusiasm for, and some experience of, Live Art and related experimental performance based practices.

Please address these issues in your application cover letter, with additional supporting information or documentation as necessary. Each applicant's personal circumstances will be different, and we welcome applicants taking a flexible approach in responding to these issues. For example:

- Recent arts graduates may be able to evidence financial need if they were in receipt of a maintenance grant or a special support grant whilst at university/college (and can provide a Notification of Entitlement letter to prove this status) or were in receipt of a Hardship Fund whilst at university/college.
- Graduates and non-graduates might also be able to provide evidence of financial need, for example by reference to parental or familial income. The onus is on the applicant to make this case and to provide the evidence.

## **Person specifications**

It is **essential** that the Coordinator:

- is well organised and possesses strong administration skills;
- is self-motivated and able to work as part of a team;
- has excellent communication skills and is confident communicating in writing and in person;
- has experience of using computers, and has an understanding of email, word processing, spreadsheet, database and web-browser software; and
- has an interest in, and some experience of, Live Art and the infrastructures that support it in the UK.

It is **desirable** that the Coordinator has:

- some experience of working in the arts, and with artists and arts organisations;
- experience of Apple computers and Macintosh operating systems; and
- experience of using Word, Excel, Mail, and FileMaker Pro.

## **Terms of the appointment**

The Coordinator will work on a full-time basis, 35 hours per week, Mondays to Fridays 10am-6pm, including occasional evening/weekend work.

The post holder will be entitled to four weeks paid leave during the 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.

Period of notice required: two months.

The post is offered at an annual salary of £17,500.

There will be a three month probationary period for this position, followed by regular quarterly assessments, carried out by LADA's Co-Directors.

## **To apply**

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Your application should be submitted via [the online application form](#):

The application information required includes your:

- Name.
- Contact details: postal, telephone, and email.
- The names and contact details of two referees; these could be personal, professional and/or related to education/training. Referees may be contacted, but only after interview.
- Monitoring questions, providing your answers to the questions listed below.

You should also include two attachments:

- A statement of no more than two A4 pages, including:
  - Why you feel that you are suitable for the post;
  - How you match the eligibility criteria and person specifications noted above, using examples of your past experience; and
  - One paragraph summarising the content of and your response to a recent Live Art project you attended.
- Your current CV of no more than two A4 pages.

**You must submit your application via [the online application form](#) by 12 noon on Monday November 21, 2016.**

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 via [the online application form](#) for access or technical reasons please contact us well in advance of the application deadline to discuss alternative arrangements.

**Anticipated interview dates: December 1/2, 2016.**

**Appointment will ideally commence: mid/late January 2017.**