



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;
- Develops ways of increasing access to, and engagement with, Live Art through curatorial projects, programming partnerships and publishing; and
- Coordinates Live Art UK, the national network of Live Art promoters.

All aspects of LADA’s work are informed by issues of difference and diversity, and are grounded in a commitment 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 public programmes, for hosting residencies workshops and other activities, and marks the beginning of a new chapter in LADA’s history.

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.



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Studio Manager (Operations and Events)

Application deadline: 12 noon, Monday 28 January 2019

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

The new Studio Manager (Operations and Events) post will be primarily responsible for the maintenance and strategic development of LADA's base at The Garrett Centre, including the management of LADA's office, Study Room and events. They will also play a key role in the development of new partnerships, including a focus on Tower Hamlets.

The Studio Manager (Operations and Events) 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.

We are looking for an ambitious, engaged individual to fulfill this role and contribute to the organisational development of LADA.

As a small organisation, LADA's staff each bring a range of skills and experience to their work, and flexibility and adaptability are essential. We aspire to creating a fulfilling work environment, for our staff, audiences, artists and others.

Candidates are invited, and encouraged, to discuss their applications in advance with Lois Keidan, LADA's Director.

To contact Lois Keidan, email lois@thisisLiveArt.co.uk or call +44 (0)208 985 2124.



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Job Description

Studio Manager (Operations and Events)

Supervision: LADA's Director

The principle responsibilities of the Studio Manager (Operations and Events) relate to the maintenance and strategic development of LADA's new space at The Garrett Centre, including the management of LADA's office, operations, Study Room and programmes of events. They will also play a key role in the development of new partnerships, including a focus on Tower Hamlets; and work closely with other LADA staff to achieve the effective realisation of LADA's mission and ensure its sustainable development.

Responsibilities:

Events

The Studio Manager (Operations and Events) has responsibility for the efficient and effective running of LADA's public and invitation-only events and other activities, such as workshops and residencies, and will:

- follow and contribute to LADA's Events Procedures, adherence to other LADA policies and procedures, and carry out occasional risk assessments for events;
- be House Manager for those activities, including liaising with artists/presenters on the set up, technical requirements and running of events, and both coordinate and ensure appropriate staffing and technical provision are planned and implemented;
- occasionally provide introductions to events, and being LADA's public representative and advocate to public audiences; and
- coordinate other event needs, including social media at/of events, documentation (audio, stills, video), book sales, and/or hospitality with the support of other LADA staff).

Study Room

The Studio Manager (Operations and Events) has responsibility for the day-to-day running of LADA's Study Room, and will:

- coordinate the bookings and calendar for the Study Room, welcome and monitor Study Room users, and maintain records of Study Room use;
- coordinate arrangements for Study Room Boxes and other non-LADA based Study Room activities; and
- ensure the upkeep and maintenance of the Study Room.

Note: LADA's Coordinator has responsibility for the curation and content of the Study Room, Study Room Guides and Study Room Gatherings, and for advising and supervising Study Room users. The Studio Manager (Operations and Events) is encouraged to contribute to that work.

Office

The Studio Manager (Operations and Events) has responsibility for the efficient running and maintenance of LADA's office, and will:

- maintain office and equipment, and related operational manuals/warranties;
- work with other staff to develop operations strategies and procedures;
- oversee the scheduling of the office calendar;



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- maintain and develop LADA's Administration Manual;
- ensure the upkeep and maintenance of the office, including liaising with LADA's Cleaner;
- ensure LADA's policies and procedures, including (but not restricted to) Health & Safety, Equality Action Plan, Disciplinary Procedure, Grievance Procedure, Ethical Fundraising Policy and Environmental Policy, are appropriate and up-to-date; this will include being LADA's Environmental Green Champion;
- oversee, in liaison with the Digital Programmes Manager, the maintenance of the company's computer systems including hardware, software, network, back-ups, and suppliers including Internet Service Providers;
- be LADA's main contact with our landlords The Chalice Foundation and their on-site administrator;
- manage annual insurance coverage (including public liability insurance, contents insurance, and project specific insurances) and Council Tax arrangements;
- manage and develop LADA's Desk Scheme, including payments, relationships with LADA and space issues as they arise;
- maintain LADA's human resources information, coordinate occasional new staff recruitment, staff job descriptions and staff holiday records; and
- 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.

Some of the duties above will also be carried out by other LADA staff.

Partnerships / other

The Studio Manager (Operations and Events) will play an important role in the development of LADA's space at the Garrett Centre, including a range of partnerships, from artists to schools to social action groups to local authorities. Although this could include national and international partnerships, we anticipate this work will initially have a focus on Tower Hamlets. This work will be carried out with the support and input of the Director and other staff, and the Studio Manager's role will be developed in alignment with their individual skills, experience and interests.

Board and Committees

The Studio Manager (Operations and Events) has responsibility for aspects of the administrative coordination of LADA's Board of Directors, including:

- scheduling of quarterly Board meetings and papers, and interim Board member review meetings;
- minuting quarterly Board meetings; and
- developing monthly email updates for the Board and Patrons, with LADA's Director.

Note: other LADA staff will support additional Board formalities, and Companies House requirements.

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 Studio Manager (Operations and Events) will support LADA's financial bookkeeping, and in relation to their role will:

- collate invoices, receipts and other financial paperwork for LADA's bookkeepers;
- follow petty cash transaction procedures, and ensure the availability of petty cash;
- coordinate occasional bank deposits of cash/cheques; and



- liaise with third parties involved in financial transactions as necessary.

The Studio Manager (Operations and Events) will also be expected to carry out other duties as reasonably requested, including occasional updates to LADA's websites.

Person Specification

It is **essential** that the Studio Manager (Operations and Events):

- has a minimum of four years experience of working within, and a commitment to, the cultural / contemporary art sector;
- has an awareness of and investment in arts and cultural issues, and sensitivity towards the needs of artists and audiences;
- has proven organisational skills and experience of running events including some technical and AV skills;
- has a flexible approach to working practices, including availability for a changing weekday and evening/event schedule;
- has experience of coordinating and contributing to the documentation and promotion (via social media) of events;
- is extremely well organised, self motivated and able to manage, supervise and work as part of a small team;
- has a track record of, or a commitment to, working in consultation, strategically, and collaboratively with a diverse range of partners, including non arts partners;
- is an excellent communicator with good interpersonal skills and is comfortable communicating orally and in writing;
- has an understanding of, and commitment to, LADA's values and policies, including diversity of representation, equal opportunities, and environmental sustainability;
- has the ability to represent LADA to artists, organisations and the general public;
- has an understanding of financial systems for small arts organisations; and
- has competent computer skills, including experience of networks.

If applicants do not meet every aspect of the criteria above, as a minimum, they should demonstrate their capacity to develop their skills and experiences to fulfill the Job Description. LADA will support the postholder's professional development through training and other initiatives, and work to facilitate their professional growth in the role.

Terms of the appointment

The Studio Manager (Operations and Events) will be appointed on a full-time basis and will be expected to work 35 hours per week.

Although LADA's regular working hours are Monday-Friday, 10am-6pm, the Studio Manager will be expected to schedule some of their working hours to House Manage events in the evenings and on weekends.

The post holder will be entitled to four weeks paid leave each year, plus statutory bank holidays.



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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 within the range of £27,000-£30,000 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 the current Government minimum % of Gross salary.

To apply:

Application deadline 12 noon, Monday 28 January 2019

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

The application information required includes:

- Name
- Contact details: postal, telephone, and email
- The names and contact details of two referees. 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 person specifications noted above, using examples of your past experience

and

- Your current CV/resume of no more than two A4 pages

You must submit your application via [the online application form](#) by 12 noon on Monday 28 January 2019.

Interviews will be held on Tuesday 5 February (date subject to availability of selected applicants). Second interviews, if needed, will be held on Monday 11 February.

Appointment will ideally commence in March, 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 Studio Manager (Operations and Events) with the Live Art Development Agency?