

Programmes Manager Job Opportunity

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

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. This core team works with specialised contract staff on a project basis. 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. LADA's office/Study Room is located in The White Building, Hackney Wick, London.

The Programmes Manager will work as part of LADA's team to support and develop LADA's public programmes and artist opportunities. This is an opportunity for a dynamic individual with strong curatorial, production and/or administrative coordination skills and understandings to join LADA and contribute to its future.

The Programmes Manager will be employed on a part-time basis for three days per week, including occasional evening/weekend work.

For further information about LADA visit www.thisisLiveArt.co.uk. Also visit www.thisisUnbound.co.uk to find out about Unbound, LADA's online store.

Live Art Development Agency
Programmes Manager
3 days per week

Supervision: by LADA's Co-Directors, including an initial review after three months.

Responsibilities:

Projects and Opportunities

The Programmes Manager is responsible for developing and/or coordinating some of LADA's key projects and professional development opportunities, including:

- the annual DIY artists' workshop programme;
- the annual Arthole Artist's Award;
- curatorial initiatives and programme partnerships;
- the Live Art Advisory Network; and
- other public events, including screening programmes.

The Programmes Manager's responsibilities with regard to the projects and opportunities above include:

- leading on and/or contributing to curatorial and other programming processes, where appropriate;
- developing and maintaining organisational and funding partnerships, to ensure the appropriate resources and other support required for these initiatives;
- being the administrative contact for participants, artists, audience members and technical staff, where appropriate;
- coordinating partnership, venue and artist agreements/contracts;
- coordinating travel, accommodation and hospitality arrangements, where appropriate;
- organizing event bookings and reservations;
- supporting the marketing, documentation and archiving needs for these initiatives;
- House and Stage Managing events, where appropriate;
- leading on the evaluation and assessment of these initiatives; and
- written and verbal programming reports to LADA's staff and Board of Directors.

The Programmes Manager will also 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.

Networks

The Programmes Manager will support and contribute to LADA's work with networks, including:

- Live Art UK: the network of national Live Art promoters, which works to support and develop the national Live Art infrastructure. Network activities are directed by LADA.
- Collaborative Arts Partnership Programme (CAPP), a four-year EU-funded programme exploring socially engaged practices. Network activities are directed by Create (Dublin).

The Programmes Manager will provide some support to these networks regarding network projects, initiatives, schemes and gatherings; contribute to network website/email updates; attend network meetings; and support network events, gatherings and other activities which may arise.

Finance

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

- manage and coordinate project budgets, including timely updates and questions for other staff;
- manage invoicing, payment, and petty cash needs and transactions for artists' opportunities and programming activities; and
- liaise with third parties involved in financial transactions as necessary.

General

Along with other staff, the Programmes Manager will contribute to the efficient running and maintenance of LADA's office. 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;
- manage their filing and undertake general correspondence;
- organise and where appropriate minute meetings;
- contribute to content for LADA's websites, email newsletters, and social media, and the maintenance and development of LADA's contact database;
- occasional work with interns and placements; and
- work with and contribute to LADA's internal procedures, including office calendar and Administration Manual.

The Programmes Manager will also be expected to carry out any other duties as reasonably requested.

Some of the duties above will be supported by other staff, including (1) the Co-Directors, particularly with regard to the direction and planning of programmes and opportunities; and (2) other staff, including those responsible for LADA's general administration and marketing.

Person specifications

It is **essential** that the Programmes Manager:

- Has a strong interest in and knowledge of Live Art and the infrastructures that support it in the UK;
- Has at least two years experience of working in the arts, with artists and arts organisations, in ways which align with the responsibilities summarized above, including the planning, delivery and evaluation of artistic and professional development projects and programmes;
- 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; and
- Has the ability to represent LADA to artists, organisations and the general public.

It is **desirable** that the Programmes Manager:

- Has experience of: Apple computers and Macintosh operating systems; Word, Excel, Mail and database programmes; and Desktop Publishing programmes (eg. Photoshop, Illustrator, InDesign);
- Has experience of financial/budgetary management and can demonstrate a reasonable understanding of financial processes or systems for small arts organisations;
- Has a flexible approach to working practices; and

- Has an understanding of, and commitment to, equal opportunities.

Terms of the appointment

The Programmes Manager will work on a part-time basis, 3 days per week, between Mondays to Fridays 10am-6pm, including occasional evening/weekend work.

The post holder will be entitled to four weeks pro rata paid leave during 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 shutdown over the Christmas and New Year period.

Period of notice required: two months.

The post is offered at an annual gross salary of £15,000 (full-time equivalent rate: £25,000).

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

To apply

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. 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
 - 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 February 1, 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.

The deadline for applications is 12 noon on Monday February 1, 2016.

Anticipated interview dates: February 16-18, 2016.

Appointment will ideally commence: March/April 2016.

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 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 Programmes Manager with the Live Art Development Agency?