

## Programme Coordinator – Job Opportunity 12-month full-time placement

### Introduction to the Live Art Development Agency

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***The Live Art Development Agency is an impressive, idiosyncratic example of what a small organisation can achieve as collaborator, conduit and cultivator.*** (Keith Gallasch, Editor, Real Time, Australia)

Launched in 1999, the Live Art Development Agency is the leading development organisation for Live Art in the UK, offering resources, schemes, projects and initiatives for the support and development of Live Art practices and critical discourses in London, the UK and internationally. The Agency is committed to working strategically, in partnership, and in consultation with artists and organisations in the cultural sector. The Agency also runs Unbound, an online shop for Live Art books, DVDs and limited editions.

The Agency is an independent organisation with a small team of staff who are responsible to a Board of Directors. This focused team works with specialised contract staff on a project basis. Permanent staff posts are geared towards either artistic or company management responsibilities: the Director and Projects Manager have primary responsibility for the artistic areas of the Agency's work, and the Deputy Director and Administrator primarily manage the company. However, the practice of the Agency is to work to the strengths, expertise and creativity of its staff, and involve them in the planning and delivery of the Agency's work.

The Agency is a fixed-term client of the Visual Arts Unit of Arts Council England, London with an annual turnover over the last few years of between £250,000 and £350,000 (depending on projects). The Agency received a welcome 28% increase to its fixed-term funding for 2008–2010 in recognition of the "strength, integrity and diversity of the artistic programme ... and a wider contribution to the development of experimental and devised work in London, nationally and internationally."

The Live Art Development Agency office is located in Rochelle School, an old Victorian school complex in Shoreditch, East London which is owned and run by the A Foundation and is home to offices, workspaces for the creative and cultural industries, the Rochelle School Canteen, and the Club Row gallery space. Read more about Rochelle School at [www.afoundation.org.uk/rochelle/](http://www.afoundation.org.uk/rochelle/).

For further information about the Live Art Development Agency 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, the Agency's online store.

## Programme Coordinator

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Employer: Live Art Development Agency  
Job title: Programme Coordinator  
Responsible to: Deputy Director

The Programme Coordinator will work as part of the small team at the Live Art Development Agency to support and enhance the Agency's programmes, resources and office, and contribute to the effectiveness of the Agency's activities.

The Programme Coordinator will play a vital role in supporting the Agency to best meet the opportunities and challenges it faces. This is an opportunity for a dynamic individual with strong organisational skills to join the Agency and contribute to its future.

We would like to recruit a recent arts graduate who meets the eligibility criteria noted below.

The Programme Coordinator will be employed on a full-time basis for a 12-month period, through support provided by the **DCMS Jerwood Creative Bursaries Scheme**. The main objective of the Scheme is to improve diversity in the arts.

*"The overarching vision for the [Scheme] is to make entry into arts professions more accessible to people who cannot afford to undertake unpaid work placements, and thus open up arts careers to a wider group of people. Bursaries will present graduates from less affluent backgrounds with a real opportunity to kick start their career in the arts, and will also result in a wider talent pool to be drawn on by employers."* **DCMS**

The **DCMS Jerwood Creative Bursaries Scheme** is funded by the Department for Culture, Media and Sport (DCMS) and Arts Council England and managed by the Jerwood Foundation and Jerwood Charitable Foundation



## **Duties**

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### **1. Programme coordination:**

The Programme Coordinator is responsible for supporting the Agency's occasional public programmes and events. This will include:

- supporting Agency staff to successfully realize some major projects, including press/PR, contracts, venue and house management for *Restock*, *Rethink*, *Reflect Two: Live Art and disability*, a public programme including commissioned and invited performances, screenings and dialogues, to be followed by a publication, in 2011.
- the potential to take a more significant role in coordinating aspects of our professional development programmes: quarterly *Talking Shop* events, open advice sessions and networking opportunities; *DIY* workshops conceived by and for artists, supported via a network of national partners; and *Fresh AiR*, a collaboration with Queen Mary University of London providing enhanced support for emerging artists in London.

### **2. Publishing and Unbound distribution:**

[Unbound is our on-line store for Live Art books, DVDs and limited editions]

The Programme Coordinator will:

- be responsible for the day-to-day maintenance and running of the Unbound on-line store and stock; coordinating the fulfilment of Unbound orders; managing Unbound stock, including registering orders, sending out orders, ensuring a constant stock supply and monitoring the stock using stock-tracking software; coordinating and maintaining Agreements with artists and other institutions regarding the terms and conditions of their relationship with Unbound.
- oversee DVDs on demand production.
- support the commissioning, development and production of new book/DVD titles made possible through a recent Arts Council England Grants for the Arts award.
- work to expand and enhance Unbound activities, including bookshop distribution, collaborations on specific events and general promotion.

### **3. Study Room maintenance and development**

[The Study Room is a collection of 4,000 Live Art books, DVDs and other resources, for research use by artists, academics, students and the public]

The Programme Coordinator is responsible for the day-to-day running of the Agency'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, supervise and monitor Study Room users, and maintain records of Study Room use.
- research, purchase and catalogue new Study Room acquisitions.
- support the commissioning of SR Guides.
- develop SR gatherings for artists and HEIs.
- coordinate networking with other collections, libraries, archives.
- research database/catalogue enhancement options and make recommendations for implementation.

### **4. General admin support:**

The Programme Coordinator will support the day-to-day running of the Agency's office, and will:

- respond to telephone calls, mail and emails and report on them as necessary.
- undertake general correspondence.
- organise mail-outs, including the fulfilment of Unbound orders.
- attend weekly staff meetings and quarterly Board meetings.

- compile content for the Agency's email bulletins.
- carry out website updates.
- maintain and develop the Agency's databases.

[Note: some of these General duties are shared with other staff.]

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

### **Eligibility Criteria**

As noted above, the objective of DCMS Jerwood Creative Bursaries Scheme is to improve diversity in the arts. The Scheme is designed to open up access to the arts to talented individuals, and our focus is on those who are 'less affluent' and would not otherwise be in a position to develop their skills and CV through unpaid work experience in order to enter arts professions.

For the purposes of this Scheme, the definition of 'less affluent' will be graduates who are able to evidence financial need such as:

- Were in receipt of a full maintenance grant or a special support grant whilst at university. (*For more information, please see: [www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingforthefirsttime/DG\\_171557](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingforthefirsttime/DG_171557)*). You should be able to provide a Notification of Entitlement letter to prove this status. OR
- Were in receipt of a Hardship Fund whilst at university. (For more information, please see: [http://www.thebigchoice.com/Money/Hardship\\_Funds.html](http://www.thebigchoice.com/Money/Hardship_Funds.html))

### **Applicants should also be:**

- Arts students who graduated in 2009 or who will graduate in summer 2010. For a definition of an arts graduate, please see below.
- First degree (eg BA) only or equivalent.
- 2:1 degree or above.

### **Definition of an 'Arts Graduate':**

- Graduate of publicly funded HEI (ie paid for by the government) and in the UK/England or of institution which is privately funded but running individual courses that receive public funding and in the UK/England.
- Degrees from the following art forms:
  1. Dance
  2. Combined Arts
  3. Literature
  4. Music
  5. Theatre [including Contemporary Performance, Live Art]
  6. Visual Arts [including Contemporary Performance, Live Art]
  7. Arts Management

(This is the list of Arts Council England's funded art forms.)

## **Person specifications**

It is **essential** that the Programme 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; and
- has experience of using computers; an understanding of email, word processing, spreadsheet, database, and web-browser software.

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

- some experience of working in the arts, and with artists and arts organisations;
- an interest in and knowledge of Live Art and the infrastructures that support it in the UK;
- experience of Apple computers and Macintosh OS X; and
- experience of using Word, Excel, Mail, and FileMaker Pro.

## **Terms of the appointment**

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The Programme Coordinator will work on a full-time basis, 35 hours per week, Mondays to Fridays 10am-6pm.

The post holder will be entitled to four weeks paid leave during the year, plus statutory bank holidays. The Agency does not pay overtime; however, it offers time off in lieu (TOIL) in acknowledgment of additional hours worked. In addition, the Agency has a two-week shut-down over the Christmas and New Year period.

Period of notice required: one month.

The post is offered at an annual salary of £15,000.

There will be a three month probationary period for this position, followed by regular quarterly assessments, carried out by the Agency's Deputy Director.

As a condition of the placement, the successful applicant will agree to take part in an evaluation of the Scheme which is funding this placement (the DCMS Jerwood Creative Bursaries Scheme).

The placement will be assigned a mentor following appointment, to be selected via consultation between the Agency, the DCMS Jerwood Creative Bursaries Scheme and the placement. This will be someone in the same business, yet independent from the Agency. They will also be expected to feed into the evaluation of the Scheme. Mentors will be paid directly by the DCMS Jerwood Creative Bursaries Scheme.

The placement will be required to attend and participate at networking events for all placements in the Scheme. The intention is to hold one or more events to invite placements and host organizations to come together to share their experiences and skills. At one level this is about creating cohorts of recipients who can support each other during their placement and at another, about supporting recipients to find their next job in the arts. This might require travel outside London.

## To apply

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To apply for the placement:

(1)

Please send us by email:

- A statement of no more than three A4 pages. Please address:
  - why you feel that you are suitable for the post; and
  - how you match the eligibility criteria and person specifications noted above, using examples of your past experience.
- Your current CV of no more than two A4 pages.
- Your current contact details.
- The names and contact details of two referees. Referees will be contacted after interview.
- Answers to the monitoring questions below.

**You must submit your application by email.**

**Email your application with 'Programme Coordinator application' in the subject line to [rsvp@thisisLiveArt.co.uk](mailto:rsvp@thisisLiveArt.co.uk) by 12 noon on MONDAY 20 SEPTEMBER 2010.**

Your application should consist of an email which includes information provided under the following headings:

- name
- contact details (postal, telephone, and email)
- referees (names and contact details)
- list of attachments
- monitoring questions (providing your answers to the questions listed below).

Your attachments should be:

- Your statement
- Your cv
- Evidence of financial need (as noted above under Eligibility Criteria)

All 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 by email 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 September 20, 2010.

Anticipated interview date: September 28, 2010.

Appointment will ideally commence late October 2010.

(2)

The Department for Culture, Media and Sport (DCMS) is conducting an evaluation of the Scheme which is funding this placement (the DCMS Jerwood Creative Bursaries Scheme). This involves applicants completing a brief and anonymous survey questionnaire, which will not be used in assessing your application. Survey results will not be shared with the Live Art Development Agency.

As part of your application for this scheme, you should complete this survey, which can be found at the following link:

<http://www.surveymonkey.com/s/creativebursariesevaluation>

Please note the code provided upon completion of the survey; this will be required as part of your Equal Opportunities/Monitoring Form (see next page).

## **Equal Opportunities**

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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. Applicants should note that the Live Art Development Agency's Study Room is located on the first floor of the building where there is no lift and access is by stairs.

## **Monitoring**

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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. You must return these questions 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.

All answers should be included in your email application.

### **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  
40 – 49

20 – 29  
50 – 59

30 – 39  
Above 60

### **Gender**

How do you describe your gender?

### **Visibility**

How did you hear about the post of Programme Coordinator with the Live Art Development Agency?

Lastly, please provide the code provided on completion of the DCMS survey questionnaire: