LUX Scotland
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Dear Applicant,

RECRUITMENT PACK: PROJECT ASSISTANT (ABERDEEN PROGRAMME)

Thank you for your interest in the freelance position of Project Assistant (Aberdeen Programme) at LUX Scotland. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job description
- Person specification
- Equalities monitoring form

To apply please send your CV with a one-A4 page covering letter explaining why you are interested in the position and the skills and experience you could bring to the role, in one PDF and the separate equal opportunities form to scotland@lux.org.uk with the email title Project Assistant Aberdeen / [Your name].

Deadline for applications: 9am, Monday 25 September 2023. We are unable to consider applications that arrive after this point. Interviews will take place online on **Monday 9 October 2023**.

ACCESS & SUPPORT

Video or voice recordings are welcome in place of a written application. Please send the following:

Up to 4 minutes of video/voice recording explaining why you are interested in the position and the skills and experience you could bring to the role. Please send this as an attachment or link.

Your CV

A completed equal opportunities form. This will be kept separately from the application and remain anonymous.

If you have any specific access requirements or need extra help applying also contact us at scotland@lux.org.uk

INTRODUCTION

We are looking for a creative, committed individual who is passionate about the work of LUX Scotland and our commitment to support, develop and promote artists' moving image across Scotland. The Project Assistant will support a planned programme of professional development activity for early-career artists and curators in Aberdeen where specialist provision is limited. The Aberdeen programme includes artist's and writer-led workshops, as well as broader public screening events online.

The 2023 programme builds on our past Aberdeen programmes in 2018/19, 2020/21 and 2022/23 supported by Aberdeen City Council's Creative Funding Awards.

LUX Scotland is a non-profit agency dedicated to supporting, developing and promoting artists' moving image practices in Scotland. Working at the intersection of the contemporary visual arts and film sectors, our core activities include public exhibition and touring projects, learning and professional development for artists and arts professionals, distribution, commissioning and production support, research and sector advocacy. We work with a growing network of national and international partners, including museums, contemporary art organisations, film festivals and educational institutions, to deliver our programme.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX Scotland is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people.

JOB DESCRIPTION

PROJECT ASSISTANT (ABERDEEN PROGRAMME)

Days: We have planned for this role to involve 6 half days of work between October 2023 and March 2024. This role may involve some evening and weekend work.

Fee: A total of £630 (6 x 4 hours shifts) between October 2023 and March 2024. The total fee is £630 and is calculated at £105 per shift. This fee has been based on Scottish Union Artists rates of pay for New Graduate Artists, based on a 4 hour minimum call. Fees will be paid by invoicing LUX Scotland.

We anticipate this fee will cover planned events as part of our programme and provide a small number of hours towards the development of the applicants practice. This could be for example include paid hours to attend staff training, or limited access to the LUX collection

Contract: Freelance contract

Responsible to: Project Manager (Aberdeen programme)

Based at: In-person events in Aberdeen city centre venues, some online events work and work from home.

Eligibility: People who live in Aberdeen City Council Ward. This is a requirement of the funding that supports this freelance post.

PURPOSE OF THE POST

The Project Assistant holds responsibility for assisting the Aberdeen Programme Project Manager to deliver LUX Scotland's planned public programme and professional development events for early career Aberdeen-based artists and curators. This will take place in Aberdeen and online between October 2023 - March 2024.

Funding has been secured for this programme which comprises:

- One 'One Work' event led by a Scotland-based artist, presenting an existing work and discussing its making.
- One writing workshop with a contribution from Scotland-based contemporary art publishers/editors and art writers.
- One artist workshop led by an established artist introducing their approach to artists' moving image.
- One discussion event framed by our online commission opportunity, presenting the newly commissioned work and discussing its making.

The LUX Scotland Project Assistant will be line-managed by the Project Manager (Aberdeen Programme).

ROLES & RESPONSIBILITIES

The role includes, but is not limited to, the following duties which are provided as a guideline:

Programme

- Assist the Aberdeen Programme Project Manager to deliver LUX Scotland's planned programme of professional development events in Aberdeen and online.
- Assist with all associated event organisation, including, but not limited to: welcoming event attendees as a representative of LUX Scotland, assisting with technical set-ups at partner venues, documenting the events, participating in discussion events and assisting the Project Manager with other aspects of delivering the programme for in-person and online events.

Communications

- Assist the rest of the LUX Scotland team to ensure effective communication of the Aberdeen Programme.

General

- Assist with the provision of access measures for all events in consultation with the Aberdeen Programme Project Manager.
- Follow company health and safety procedures at all times.
- Any other duties as reasonably requested by the Aberdeen Programme Project Manager.
- The Aberdeen Programme Project Assistant will be expected to use their own computer and mobile phone and will be introduced to LUX Scotland's and communication platform for online events.

PERSON SPECIFICATION

Essential

- Computer literacy and competency
- Excellent verbal and written communication skills
- Ability to speak confidently in public to a range of groups
- Knowledge and interest in contemporary art

Desirable

- Experience of supporting or organising public events
- Knowledge of artists' moving image practice
- Familiar with using online platforms such as Zoom.

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.