

LUX Scotland
350 Sauchiehall Street
Glasgow
G2 3JD

Tel: +44 (0)7394 042 450
www.luxscotland.org



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 3 October 2022. We are unable to consider applications that arrive after this point. Interviews will take place online on **Monday 10 October 2022.**

ACCESS & SUPPORT

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. The Aberdeen programme includes a series of writing and programming workshops, as well as broader public screenings and networking events.

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 8 half days of work between October 2022 and March 2023. This role may involve some evening and weekend work.

Fee: A total of £816.00 (8 x 4 hours shifts) between November 2022 and March 2023. The total fee is £816.00 calculated at £102 x 4 hours minimum call. This fee has been based on Scottish Union Artists rates of pay for New Graduate Artists. Fees will be paid by invoicing LUX Scotland.

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 (specifically, people with an Aberdeen postcode). 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 2022 - March 2023.

Funding has been secured for this programme which comprises:

- One 'One Work' event led by Scotland-based artists, presenting an existing work and discussing its making.
- Two writing workshops with contributions from Scotland-based contemporary art publishers/editors and art writers.
- Two programming workshops led by established moving image programmers and curators introducing their approaches to artist's moving image festivals
- Two public screening events at a city-centre venue, showcasing the work of international artists.

The LUX Scotland Project Assistant will be line managed by the Project Manager (Aberdeen Programme) . The position may require evening and weekend work.

The role is only open to candidates who live in the Aberdeen area. This is a requirement of the funding that supports this freelance post.

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 admin and filing systems that they will access online.

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 artist's 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.