

LUX Scotland
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Dear Applicant,

RECRUITMENT PACK: PROGRAMME PRODUCER (SCOTLAND + VENICE)

Thank you for your interest in the freelance position of Programme Producer (Scotland + Venice) with 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, together 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 Programme Producer / [Your Name].

Deadline for applications: 10am, Monday 21 March 2022. We are unable to consider applications that arrive after this point. Interviews will take place online on **Thursday 31st March 2022.**

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, Scotland + Venice and Forma, and our shared commitment to support, develop and promote artists' moving image across Scotland. The Programme Producer is responsible for organising and delivering a programme of screenings of Alberta Whittle's new work, commissioned by Scotland + Venice and Forma. The programme is expected to run from August 2022 to March 2023 at a maximum of eight venues across Scotland and is made possible with support from Art Fund. The exact schedule, and final list of venues, will be decided in discussion with the artist, and the Scotland + Venice partnership. The National Galleries of Scotland is planning a major show of Alberta's work in 2023 and this project will help to build audience interest in that.

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. From our base in Glasgow, 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.

Scotland + Venice is a major, international project designed to promote the best of contemporary art and architecture from Scotland on the world stage. Founded in 2003 the project supports the development of new work, fosters international connections and exchange, and positions Scotland as a vibrant place for creative and cultural production. Scotland + Venice is a partnership between Creative Scotland, British Council Scotland, National Galleries Scotland, Architecture & Design Scotland, V&A Dundee and the Scottish Government.

Forma is a contemporary arts organisation based in London. Driven by artists and their ideas, they develop collaborative interdisciplinary projects that challenge existing practices, span multiple artistic disciplines and demand new levels of ambition.

Art Fund is the national fundraising charity for art. It provides millions of pounds every year to help museums to acquire and share works of art across the UK, further the professional development of their curators, and inspire more people to visit and enjoy their public programmes. Art Fund is independently funded, supported by the 130,000 members who buy the National Art Pass.

Alberta Whittle is an artist, researcher, and curator. Her creative practice is motivated by the desire to manifest self-compassion and collective care as key methods in battling anti-blackness. She choreographs interactive installations, using film, sculpture, and performance as site-specific artworks in public and private spaces.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX Scotland and Scotland + Venice are committed to addressing this through all aspects of our 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: PROGRAMME PRODUCER (SCOTLAND + VENICE)

- Days:** Working days to be negotiated on appointment. This role involves an average of 1.5 days work per week from mid-April 2022 to mid-April 2023 and will involve some travel and evening and weekend work. The Programme Producer (Scotland + Venice) will be appointed in early April and will be invited to attend the preview of Alberta Whittle's presentation for Scotland + Venice at the Venice Biennale on the 21 April 2022.
- Salary:** Fixed fee of £10,000. This fee has been calculated based on the daily equivalent of the annual salaries of the permanent LUX Scotland project managers, including pension contributions and National Insurance. The total fee will be paid on a monthly basis by invoicing LUX Scotland. The project budget includes travel expenses for the Programme Producer to attend events across Scotland, and the cost of attending the Scotland + Venice preview.
- Contract:** Freelance contract
- Responsible to:** LUX Scotland Director
- Based at:** Working from home while planning events. Attending in-person events across Scotland.
- Eligibility:** The Programme Producer (Scotland + Venice) must have in-depth knowledge and understanding of the themes that are embedded in the work of Alberta Whittle, specifically; colonialism, xenophobia and anti-blackness.

PURPOSE OF THE POST

The Programme Producer (Scotland + Venice) holds responsibility for the organisation and delivery of a programme of in-person screenings of Alberta Whittle's new work, commissioned by Scotland + Venice and Forma. The programme will run concurrently to the presentation of work in Venice and prioritises engagement with rural communities across Scotland and a geographical spread. The Screening Tour acts as a bridge between the presentation in Venice in 2022 and the return of the show to the National Galleries of Scotland in 2023.

Funding has been secured for this programme from Art Fund which comprises:

- A maximum of eight in-person screenings at venues across Scotland, accompanied by in-conversation events with Alberta and/or other invited guest speakers
- Access measures for all events (including BSL and/or live captioning)
- Travel and accommodation for all participants
- Marketing, recording & broadcasting and hospitality for all events
- Evaluation of the events, and the project as a whole

The Programme Producer (Scotland + Venice) will work closely with the Director, within the collaborative working environment at LUX Scotland to realise this project. They will be line managed by the Director and will be required to provide reports for the Scotland + Venice Art Steering Group.

The Programme Producer (Scotland + Venice) will represent the organisation at the programmed screenings. The position may require some evening and weekend work.

This role is aimed at candidates with an in-depth knowledge and understanding of the themes that are embedded in the work of Alberta Whittle, specifically; colonialism, xenophobia and anti-blackness.

ROLES & RESPONSIBILITIES

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

Programme

- Work closely with the Director to organise and deliver the programme of in-person screenings across Scotland.
- Develop and build relationships on behalf of Scotland + Venice with the local arts and cinema partners and work with them to build engagement events that complement their existing programme.
- Be responsible for all associated event organisation and administration, including, but not limited to: liaising with artists and their representatives, programme contributors, partners and venues; sourcing equipment, overseeing technical requirements and scheduling; sourcing films and managing transportation; arranging travel, accommodation, hospitality and per diems; writing copy and sourcing images for publicity materials; testing films and preparing files for exhibition; introducing speakers and hosting events.
- Develop opportunities for the Scotland + Venice Professional Development Team to support and contribute to the programme.
- Develop links and share learning with the curatorial and learning teams at National Galleries of Scotland to ensure the Programme acts as a bridge between Venice and Scotland.
- Monitor, maintain and report on the project budget, as directed by the LUX Scotland Director.
- Be responsible for associated financial administration, management of invoices and receipts, arranging payments as required.

Fundraising & Evaluation

- Prepare a final funding report, as directed by the LUX Scotland Director.

Communications

- Develop digital content for promotion of the programme.
- Work closely with the rest of the LUX Scotland team to ensure effective communication of the screening programme.

- Regularly update LUX Scotland's website with programmed events.
- Liaise with partner organisations including the Scotland + Venice Press, PR and Digital Contractor on cross-promotion marketing activity.

General

- Organise for the provision of access measures for all events in consultation with the LUX Scotland team.
- Follow company health and safety procedure at all times.
- Any other duties as reasonably requested by the LUX Scotland Director.
- The Programme Producer (Scotland + Venice) 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

- 3 years' experience of project organisation
- Excellent verbal and written communication skills
- Mac based computer literacy and competency
- Ability to speak confidently in public to a range of groups
- Knowledge of and interest in contemporary art

Desirable

- Experience of working in a small-scale visual arts organisation
- Knowledge of artist's moving image practice
- Familiar with using Microsoft Word and Excel and Google Drive
- Experience of working with artists and digital projection equipment

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.