



CREATIVE AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR
FILMMAKERS, SCREENWRITERS, DIGITAL ARTISTS AND ANIMATORS

JOB DESCRIPTION

Job Title: Media Arts Programme Manager
Reports to: Chief Executive
Salary: £26,520
Hours: Full Time
Period of Notice: Two months
Holidays: 25 days per annum plus bank holidays

Aims of the post:

- To develop, manage and deliver Lighthouse's programme of work supporting the creative and professional development of artists working with the moving image, animation and digital technology
- To work as part of the staff team in the delivery of the business plan

Specific Duties and Responsibilities:

- Researching, planning, curating and delivering our programme of work with artists, including managing and working within agreed budgets, and setting and managing monitoring, reporting and evaluation processes
- Fundraising and preparing proposals and budgets for our programme of work with artists, including working in collaboration with outside agencies to facilitate joint funding applications
- Proactively building and nurturing relationships with artists, funders, partners and other stakeholders
- Producing publicity materials for our programme of work with artists
- Ensuring that our programme of work with artists is documented and evaluated in accordance with internal procedures and any contractual obligations with funders
- Ensuring that our programme of work with artists is planned and delivered in line with our Equality and Diversity Policy and any associated Diversity Action Plans
- Appointing, managing and monitoring freelance production staff, teaching staff and interns for our programme of work with artists
- Collaborating with other members of staff on various projects where appropriate
- Advocating for the organisation where appropriate at a local, regional, national and international level
- Performing any other duties as may reasonably be required by the Chief Executive

Person Specification

Essential

- Arts Degree or relevant professional qualification or relevant experience
- 3 years' experience of working in the area of artists' moving image and digital art and related work with artists
- 2 years' experience of managing and programming work with artists working with the moving image, animation and digital technology
- Critical understanding of current debate and developments in artists' moving image work and digital arts
- Knowledge of funding sources for professional development work with artists, particularly media arts, and a proven track record in securing project funding
- Proven track record of managing and working within project budgets
- Excellent communication skills, both written and oral, including the ability to work with artists and to communicate effectively with them about their practice, as well as the ability to describe and contextualise our projects when communicating with a wide range of people including staff, partners, funders and audiences
- Proven track record in managing tutors and freelance workers
- Ability to work on own initiative and to organise and prioritise workload
- Ability to work effectively as part of a small team
- A positive attitude and an ability to find creative and flexible solutions
- Ability to produce clear written material for publicity and interpretation
- Ability to cope calmly under pressure, juggle multiple tasks and work to tight deadlines
- Good level of computer literacy, particularly experience of Microsoft Office (Word, Excel and Outlook) on either Mac or PC
- Strong motivation and willingness to work flexible hours when necessary
- A commitment to Lighthouse's Equality and Diversity Policy

Desirable

- Arts contacts nationally and internationally
- Experience of making presentations at educational events and seminars
- Knowledge of the use of computer software and hardware in media arts