LIGHTHOUSE

Recruitment Pack

Creative Producer, Lighthouse

Full time contract: £24,000 - £30,000 per annum

Deadline for Applications: 28 June 2013

Summary

Lighthouse is seeking an exceptional individual to play a key role in the development and production of our award winning digital arts and culture programmes. Working closely with the Artistic Director, the Creative Producer will be central to the evolution of our programmes including the launch of a major new initiative in 2014. This is an extraordinary opportunity for the right candidate to help shape an ambitious, innovative and influential arts organisation at a time of significant growth.

About Us

Lighthouse is a forward-thinking digital culture agency based in Brighton in the UK, with an established history of working with exceptional digital artists and filmmakers, a fantastic building in the heart of the city, a rich and valuable network of collaborators, regionally, nationally and internationally, and a bright future.

Occupying an important strategic position at the intersection of the art, film and digital creative industry sectors, Lighthouse creates vibrant, inspirational programmes that show how important artists and filmmakers are in a changing media landscape. Lighthouse holds exhibitions, screenings, workshops and events in our own venue in Brighton, and nationally and internationally in partnership with others. Lighthouse also manages the UK's leading film mentoring programme, Guiding Lights, and in partnership with the British Film Institute leads the film production scheme, BFI Shorts, which currently has 17 major short films in production. Lighthouse curated exhibitions and events for Brighton Festival, Brighton Digital Festival, Brighton Science Festival and other festivals, as well as developing significant international programmes in partnership with museums and festivals in locations as diverse as Hong Kong and Barcelona.

Lighthouse is part of Arts Council England's National Portfolio of Organisations (NPO). This support, along with a wide range of other public and private partnerships provides us with stability going forward.

Job Overview

The new role of Creative Producer has been created to find an outstanding individual who can lead the production and delivery of a selection of digital culture and arts programmes at Lighthouse.

Tenure:	Permanent contract
Salary:	£24,000 - £30,000 per annum (dependant on experience)
Holidays:	Negotiable
Hours:	Full time Worked flexibly as required to fulfil the tasks of the post The trial period is three months
Deadline:	The deadline for application is 28 June 2013 First interviews will be held in Brighton on 8 July 2013 Second interviews, if necessary, will be held in Brighton on 9 July 2013

Purpose of Contract

The role of Creative Producer has been created to support the evolution of Lighthouse's programme, following the implementation of our new leadership model, which we introduced in February 2013 (http://www.lighthouse.org.uk/news/lighthouse-evolves).

Supporting digital artists, filmmakers, technologists and other creatives is central to our work, as is ensuring the continuous evolution of our organisation. With that in mind, Lighthouse will launch a major new programme in 2014. We plan an interdisciplinary studio which will be populated by a small group of specially selected residents from the fields of digital art, design, technology, science, film and the creative industries. Residents will be invited to work in the new studio for designated periods of time, and will be provided with opportunities to contribute to Lighthouse's programmes of talks, workshops, exhibitions and events. We also anticipate the studio will generate unique strands of associated activity such as open days and showcases, and contribute to the evolution of our business going forward.

We are seeking a creative, astute, energetic, dynamic and capable professional, with a passion for digital culture and art, to play a key role in delivering our plans for the new studio, plus exciting programmes of digital culture, including events, interactive projects, exhibitions and commissions.

We welcome applications from a range of candidates, from digital culture specialists at an emerging level in their careers, to senior professionals who would relish the opportunity to take a leading role in shaping our programmes.

The ideal candidate will be a professional with a background in any one of the following areas: digital media project management, technology development, arts management and curation, or a related discipline. They will have experience of programming and managing digital culture projects. They will possess a critical understanding of the current debates and developments in digital culture, or alternatively, will demonstrate significant aptitude and enthusiasm for developing these qualities through training and support, which can be provided. Candidates at an emerging point in their careers must show strong evidence of a passion for digital culture, and illustrate significant existing aptitude in two or more of the following areas: digital media project management, arts curation, fundraising, event management, studio management.

As the new studio will be a core part of the Creative Producer's work, candidates will ideally have experience of working closely with creative practitioners, spotting ideas at an early stage in their development, and nurturing projects and makers through the creative production process.

The Creative Producer will work with the Artistic Director (Honor Harger) and the Managing Director (Miriam Randall) to help catalyse and deliver strategic programmes. They will play a key role in ensuring the success of the studio, working alongside the Lighthouse team on its design and implementation. Team-work is crucial, so our successful candidate will show us that they are able to form good working relationships with the rest of our close-knit team (http://www.lighthouse.org.uk/about/who-works-here).

All candidates must demonstrate an appreciation of, and enthusiasm for, the digital cultural context that Lighthouse operates within, have an excellent understanding of the work Lighthouse undertakes (please see our website and Schedule 1 for an overview of our work) and must be confident their skills are transferable across a diverse range of projects.

This is the ideal moment for a creative, committed and dynamic individual to play a key role in Lighthouse's future.

Roles of the Creative Producer

- Work closely with the Artistic Director on the research and planning of Lighthouse's digital culture and arts programmes of exhibitions, education, talks, workshops and events
- Play a key role in the production and management of the new creative media studio, working with the Artistic Director on curation and production
- Support audience engagement and development strategies for the creative media studio, working with the Managing Director to help develop its profile and sustainability
- Be alert to fundraising, sponsorship and income generating opportunities. Prepare funding proposals and budgets, in liaison with the Directors, and write reports to funders in line with requirements
- Proactively build and nurture networks and key relationships with artists and other creatives, funders, partners and other stakeholders, including attending meetings, events and conferences
- Liaise closely with Lighthouse's programme team on the development and delivery of new programmes, attending programme meetings and collaborating on ideas and projects
- Devise project plans, budgets, and staffing requirements for projects, and liaise with colleagues to ensure effective and timely delivery of activity
- Ensure contracts for artists, residents, venues and collaborators are in place
- Work within the budgets and financial procedures set by the Managing Director and the bookkeeper
- Ensure programmes are well documented, evaluated and marketed, in line with internal procedures, and in liaison with Lighthouse colleagues
- Work in accordance with Lighthouse's Health and Safety Policy and Equality and Diversity Policy
- Perform any other duties as reasonably required by the Artistic Director and Managing Director

Person Specification

Essential

- Demonstrable evidence of an interest in - and understanding of - digital culture
- Evidence of a curiosity about the impact of digital technology on creative practice and society
- Critical understanding of current debates and developments in digital culture, or demonstrable aptitude and enthusiasm for developing critical understanding
- Demonstrable professional experience in two or more of the following areas: digital media project management, arts curation, fundraising, event management, studio management
- A clear understanding of the work presented by Lighthouse over the past 2-3 years
- Excellent people management skills, including experience of working with creative practitioners and project/event colleagues
- Evidence of professional experience of managing projects and/or events
- Experience of brokering and maintaining relationships with a wide variety of people and organisations
- Excellent spoken communication skills, including an ability to excite and enthuse non-specialists
- Excellent written communication skills
- Strong organisational and time management skills, and an ability to prioritise workload and respond to changing circumstances
- Solid financial management skills, including evidence of experience of developing and managing budgets
- Self-motivated, confident and proactive
- Reliable and respectful
- Ability to work collaboratively as part of a team
- Sound technical skills, including experience of using office software such as Microsoft Word, Excel and databases and experience of working online

Desirable

- Experience of curation and programme management in digital culture and art
- Experience of managing studios or residencies
- Understanding of current best practice in digital culture and art
- Experience of managing volunteers
- Good contacts in digital culture and art, regionally, nationally and internationally
- Experience of working on education, training or professional development programmes
- Experience of fundraising and sponsorship
- Awareness of the needs of public funders and private sponsors
- Experience of developing marketing, communication and audience development strategies
- Good leadership skills
- Confidence in the use of social media, including tools such as Twitter and Facebook
- Awareness of equality and diversity issues and legislation
- Awareness of UK health and safety regulations

Place of Work

The offices of Lighthouse – 28 Kensington Street, Brighton - will be the primary place of work. Travelling is likely to be a key part of the job. The successful candidate must be able and willing to attend meetings in London and to travel across the region, the UK, and internationally as required.

Reporting

The Creative Producer will report to the Artistic Director for programme planning and production, and the Managing Director on day-to-day operations issues.

How to Apply

Interested candidates should submit applications by sending the following 3 documents by email:

- A letter of application, which sets out how you meet the person specification, and how your past experience qualifies you for the position. The letter must be a maximum 2 sides of A4, in either Word or PDF format.
- A current CV, in either Word or PDF format.
- A document containing the names and contact details of 2 referees

Your letter of application must include:

- An outline of why you want this job
- A short statement (approximately 4-5 lines) that outlines your understanding of digital culture. You may use examples of projects or artworks if you choose.
- An outline of how your past professional experiences and/or training qualifies to undertake this role
- A clear outline of how you meet the person specifications, drawing on specific examples of your past professional experience
- An indication of your availability to attend interviews in Brighton on the below dates.

Please submit your letter, along with your CV and the contact details of two referees via email to Miriam Randall, Managing Director: miriam@lighthouse.org.uk

Deadline: **16:00 on 28 June 2013**

No late applications will be accepted.
CVs or letters that exceed the maximum length will not be assessed.

Email applications to: miriam@lighthouse.org.uk
Clearly mark the email: Application, Creative Producer, Lighthouse

Key Dates

Advertisement of position issued:	29 May 2013
Applications Due:	28 June 2013
Interviews:	8 July 2013
Second interviews (if required)	9 July 2013

Enquiries

Enquiries should be addressed by email to Miriam Randall, Managing Director
Email: miriam@lighthouse.org.uk

Schedule 1: About Lighthouse

Lighthouse was founded in 1986, and is based in Brighton, England.
Lighthouse is a registered charity and a company limited by guarantee.
The Artistic Director is Honor Harger, the Managing Director is Miriam Randall.
The Chairman is Anthony Lilley, OBE.

Lighthouse (http://www.lighthouse.org.uk) is a digital culture agency based in Brighton that supports, commissions and exhibits work by artists and filmmakers. Occupying an important strategic position at the intersection of the art, film and creative industry sectors, Lighthouse creates vibrant, inspirational programmes that show how important artists and filmmakers are in a changing media landscape. Through programmes of commissioning, exhibition and professional development, Lighthouse demonstrates that digital culture is about more than technology and tools; it is about ideas, emotion, learning, and aesthetics.

Lighthouse is committed to:

- Excellence in our artistic programmes and in our organisation
- Creativity in our artistic programme and in our work
- Sustainability in our financial decision-making
- Communication with our audiences, artists and stakeholders
- Partnership with those who will help us to advocate for digital culture

Lighthouse shows work in our own venue in Brighton, and works in partnership with galleries, museums, and festivals, nationally and internationally.

Lighthouse is part of Arts Council England's National Portfolio of Organisations (NPO), and has been asked to take on a strategic leadership role for digital arts for the South East region.

Lighthouse Programmes

Our programme includes a diverse set of activities such as commissions, exhibitions, talks, conferences, screenings, education, and professional development programmes. We work with a range of creative professionals, including artists, designers, filmmakers and technologists. What unites all of our work is a passionate interest in digital culture.

Exhibitions and Commissions
(http://www.lighthouse.org.uk/programme/#filter=.exhibitions)
In the past 18 months, we have presented or co-produced solo shows by David Blandy, The Otolith Group, Kutlug Ataman, Semiconductor, Iain Forsyth and Jane Pollard, Lynette Wallworth, and Trevor Paglen. We have also shown work by Blast Theory, Invisible Flock, Rafael Lozano Hemmer and over two dozen other artists.

Our current exhibitions for **Brighton Festival 2013**
(http://www.lighthouse.org.uk/programme/lighthouse-at-brighton-festival) peer into the dark world of contemporary warfare. We are presenting two projects which both reveal the deep connections between the military and technology:

***Under the Shadow of the Drone* by James Bridle**
(http://www.lighthouse.org.uk/programme/james-bridle-under-the-shadow-of-the-drone) is a site-specific outdoor work. It is a life-size depiction of a military Reaper drone aircraft located on Brighton's seafront. It is an outline of the silhouette of the drone, as if it was flying over the sea towards Brighton. The unmanned aerial vehicle, or drone, has become one of the most potent weapons of contemporary warfare. Remotely controlled by operators thousands of miles away,

drones carry out aerial attacks which leave hundreds of people dead. They are one of the most controversial weapons of war, and *Under the Shadow of the Drone* makes them visible on our streets. The stark marking out in an unexpected public space of a drone's silhouette forces us to consider the implications of a drone attack on our own community. The work critiques the way that contemporary networked technologies, while enabling the digitally saturated culture of the 21st Century, can also obscure and distance us from political and moral responsibility.

In her exhibition, ***The Air Itself is One Vast Library*** at Lighthouse, **Mariele Neudecker** (http://www.lighthouse.org.uk/programme/mariele-neudecker-the-air-itself-is-one-vast-library) explores the disturbing, and often invisible, technologies of war in an exhibition that contrasts dramatically with her more familiar depictions of landscape and the sublimity of nature. The startling images in *The Air Itself is One Vast Library* were created following extensive research at military installations. Her work makes technologies that are intended to be camouflaged, and out of view, starkly visible. Weapons which are otherwise abstract and monstrous, become tactile and present. We are challenged to confront what we think we know of warfare, by what we can see and experience in front of us.

These works continue Lighthouse's curatorial investigations into the invisible technological infrastructures that make up our digital world. This began in 2011 with the exhibition, ***Invisible Fields*** (http://is.gd/invisible), which revealed the radio spectrum – the invisible environment that enables contemporary technologies of information and communication. *Invisible Fields* set out the spectrum as a physical space, invisible but present, a terrain that can be studied, mapped, surveyed and explored. This examination continued in 2012 with ***Geographies of Seeing*** (http://is.gd/paglen), a show by artist, **Trevor Paglen**, which utilise the technologies and techniques of astronomical photography to uncover the clandestine activities of the US government. Our projects for Brighton Festival 2013 deepen this curatorial analysis, by examining the ulterior technologies of contemporary warfare, which are deliberately kept from public view.

Events
(http://www.lighthouse.org.uk/programme/#filter=.events)
Lighthouse runs a dynamic programme of events that explore new ideas within digital culture, art, film, and media. Our events comprise talks; debates, seminars, networking events, conferences and screenings. Key amongst these are our Monthly Talks, held on the first Thursday of each month. These talks feature key national and international figures within digital culture, film and art. Past speakers have included William Nicholson (screen-writer of Gladiator), Matt Locke (then at Channel 4), Semiconductor (artists), Maggie Ellis (Film London), Mike Stubbs (FACT), Bill Thompson (BBC) and many others.

Our two flagship film-related programmes are:

BFI Shorts
(http://www.lighthouse.org.uk/bfi-shorts-2012/about-bfi-shorts-2012)
Lighthouse manages BFI Shorts, the BFI's major new short film production scheme. This exciting production initiative is supporting 17 live-action fiction shorts, with budgets ranging from £25,000 to £50,000. Lighthouse have selected and executive produced a diverse slate of films that tell compelling stories and have the ability to engage, inspire and entertain audiences. BFI Shorts forms part of the BFI's commitment to supporting emerging filmmaking talent and providing opportunities for filmmakers to demonstrate their potential to create feature films. The BFI is the lead body for film in the UK with responsibility for championing emerging and world-class filmmakers. Lighthouse Programme Producer, Emily Kyriakides, is working in partnership with producer Nicky Bentham of Neon Films and development producer Becca Ellson to oversee the selection and executive production of the films.

Guiding Lights
(http://www.lighthouse.org.uk/programme#filter=.guidinglights)
Lighthouse runs the UK's leading mentoring programme for filmmakers, Guiding Lights, which supports film talent by connecting them with some of the industry's most prominent names. The programme provides upcoming filmmakers with high-level mentoring, complemented by a range of training and networking activities. Previous mentors include Danny Boyle, Barbara Broccoli, Sam Mendes, Alison Owen, Alex Garland and Kenneth Branagh.
In the current scheme, twelve talented and ambitious writers, directors and producers have been matched with a leading film professional who provides advice and guidance over a nine-month period. Guiding Lights also includes a number of training events, including during Galway Film Fleadh and London Film Festival. Further access to industry professionals is facilitated by an online networking facility.

Education and Professional Development
(http://www.lighthouse.org.uk/programme/#filter=.education)
A key part of our work is education and professional development. This is expressed in long-form professional development initiatives such as **Guiding Lights**, but also short-form activities such as technology labs and courses. A key strand of our work at Lighthouse is about empowering the digital artists and critical engineers of tomorrow. At present working with two Academy schools in the Brighton area on long-form project with young people called ***Art at Work***, which explores the creative thinking which is so critical to working effectively with technology.

Lighthouse also runs a Masters degree - the **MA in Digital Media Arts** - in partnership with the University of Brighton. The MA is taught on-site at Lighthouse and at the University of Brighton's Grand Parade campus. Lighthouse works in close partnership with the University to ensure the MA is providing the best possible training for artists and arts professionals wishing to seek a career in the creative industries. The MA provides expert education in the subject areas of interaction design, programming, digital film, installation, public art and interactive art.

Happenstance
(http://www.lighthouse.org.uk/programme/happenstance-residencies-for-technologists)
Lighthouse was one of the originators of a residency programme called ***Happenstance*** which put creative technologists in deep immersion residencies in arts organisations. The *Happenstance* residencies were designed to change arts organisations' relationship with digital technology. The residencies were at Site Gallery in Sheffield, Lighthouse, and Spike Island in Bristol and were facilitated by Caper. *Happenstance* aimed to transform the idea of how technology can work in the arts, showing that digital innovation can be glanceable and ad hoc, rather than purely related to major technology builds and capital projects. The intention was to spark a new approach to digital management and production, and test the proposition: how do embedded technologists transform arts organisations? Our residents were **Natalia Buckley** and **James Bridle**, and they created a step-change in Lighthouse's organisational understanding of digital culture during their time with us in 2012.

Annual Theme
Since 2011, Lighthouse has been taking our programmes beyond our own venue, and has been creating work in response to an annual theme
(http://www.lighthouse.org.uk/programme/theme). This year the theme is ***Making the Future***. Lighthouse's programme for 2013-14 will focus on making this future through the production of new work. We have seventeen films in production this year as part of ***BFI Shorts***
(http://www.lighthouse.org.uk/programme/bfi-shorts-2012), major interactive art commissions such as ***Helix*** (http://www.lighthouse.org.uk/programme/david-blandy-helix), and a plethora of new work for festivals in Brighton and beyond. We also have our new Creative Media Studio in the pipeline, which has making and producing at its heart. So for the next year we'll be focused on enacting Alan Kay's famous maxim that "the best way to predict the future is to invent it".

Lighthouse Venue

Our venue is a former printworks, located on Kensington Street in the heart of Brighton's North Laine, the city's vibrant cultural quarter. As well as housing our own exhibitions, talks and screenings, it is available for private hire.

We have five tenants within our office suites, all of whom work within the creative industries: **Clearleft**, a world-class team of designers and creative technologists specialising in user experience, **Culture24**, cultural digital publishers, who work across the arts, heritage, education and tourism sectors, **Liquid Light**, an award winning web design agency, **Mind Orchard**, a digital agency creating interactive content, games, websites, animations and apps, and **South East Dance**, a national dance development organisation.

Lighthouse History

Lighthouse was founded in Brighton in 1986. For its first ten years it operated as a small community based film workshop, before diversifying into training and media technology in the mid-1990s. In 2005 it purchased it's premises in Kensington Street. Lighthouse now occupies an important strategic position at the intersection of the arts, media and creative industry sectors. Collaboration and partnership working with all of these sectors is central to the way it works.

Governance

Lighthouse is a registered charity and a company limited by guarantee. It is registered under the name Lighthouse Arts & Training Ltd (Company Number 0203271; Charity Number 296404), and trades as 'Lighthouse'.

Lighthouse is guided by a Board of Trustee Directors, a voluntary body that has legal responsibility for the overall governance and management of Lighthouse. The Board brings a wide range of skills and knowledge to the organisation. The Chair of the Board is Anthony Lilley (OBE), who was appointed in June 2009. The other Trustees as of May 2013 are: Paula Le Dieu, Ken Smith, Martin Trickey, Sue Gollifer, Zoe Harley, Matt Adams and Antony Gostyn. The Directors of Lighthouse report to the Trustees at Board Meetings, once every two months.

Lighthouse currently has a staff of eight employees:

Position	**Post Holder**
Artistic Director	Honor Harger
Managing Director	Miriam Randall
Programme Producer	Emily Kyriakides
Programme Curator	Jamie Wyld
Project Manager	Sian Habell-Aili
Operations Coordinator	Emma Wickham
Production Coordinator	Roberta Mataityte
Operations & Programme Assistant	Grace Baird

We also bring in contract and freelance staff on a project-by-project basis.

Contact

Email: info@lighthouse.org.uk
Tel: +44 1273 647197
Address: 28 Kensington Street, Brighton, BN1 4AJ, UK
Twitter: http://twitter.com/LighthouseArts
http://www.lighthouse.org.uk