

LIGHTHOUSE

Recruitment Pack

Operations & Programme Assistant, Lighthouse

Full time, one year fixed-term contract: £6.44 per hour

Deadline for Applications: 20 April 2012

Summary

Lighthouse is seeking an enthusiastic individual to join our friendly team. Our new Operations & Programme Assistant will help us run our venue and will work on a range of exciting events and projects.

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 and nationally, 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 galleries, museums, and festivals.

This is a great opportunity to gain experience of working in a vibrant arts organisation and to help to run a creative venue. This position is perfect for someone who is keen to pursue a career in the arts, will enjoy the challenges of working in a busy arts venue, and enjoys working with the public. Training in events management, arts administration, and marketing will be provided by our team, and we will also provide other professional development opportunities which suit the needs and interests of our Operations & Programme Assistant.

Lighthouse is in a good position within the UK arts sector. Our arts organisation has evolved rapidly over the past two years, and has developed exciting new programmes within Brighton, such as our work for Brighton Festival and Brighton Digital Festival, plus ambitious international programmes in partnership with museums and festivals in locations as diverse as Hong Kong and Barcelona. The Arts Council England's decision to include Lighthouse in the National Portfolio of Organisations provides us with stability. Lighthouse also manages a significant portfolio of film projects, including the UK's leading film mentoring programme, Guiding Lights. We are at the forefront of innovative film production through our current work with the BFI, and our Academy Award nominated work with BBC Film Network.

Additional information about us can be found in Schedule 1.

This is the ideal moment for an enthusiastic and dedicated person to become part of our small team, and play a role in our future.

Job Overview

We are looking for an energetic and enthusiastic individual who is keen to gain experience of working in a public facing role in a vibrant arts organisation and venue.

The successful candidate will help with the smooth running of our office and our venue, assisting the Operations Director and Operations Coordinator, with our venue hire business. The Operations & Programme Assistant will also work with the programming team to help deliver Lighthouse's programme of digital art exhibitions, commissions, festivals, and professional development programmes. The Operations & Programme Assistant will assist with the smooth running of a range of events, including workshops, receptions, talks, screenings and exhibitions. The successful candidate will also play a key role in providing a professional and welcoming environment for all of our visitors.

We will provide a supportive and friendly working environment and a stimulating atmosphere to work and learn. Our team will actively support the Operations & Programme Assistant to get to the next stage in their career, providing opportunities to learn new skills, and gain professional contacts.

Tenure:	1 year fixed term contract (commencing circa May 2012)
Hourly Rate:	£6.44
Holidays:	22 days per annum, plus statutory public holidays
Responsible to:	The Operations Director, Lighthouse
Hours:	Full time, based on 37.5 hours per week. Hours are to be worked flexibly, by negotiation with the Operations Director, and will involve some evenings and weekends. A shorter working week may be negotiated, if required.
Deadline:	The deadline for application is 20 April 2012
Interviews:	Interviews will be held in Brighton on 26 April 2012 If you are unable to make this interview date, please specify two alternatives in your application letter.

Purpose of Position

The contract of Operations & Programme Assistant has been created following the change in our organisation, which occurred when we took on the management of BFI Shorts 2012 – the BFI Film Fund’s short film production scheme. Lighthouse will manage the selection and executive production of twenty high quality short films in 2012. This scheme sits alongside our existing programmes of digital art, exhibitions, commissions, festivals, and professional development programmes. In order to manage this diverse and exciting programme, we are expanding our small team.

We are looking for an individual who will support our team, provide great visitor services, and help us with events, venue hire and other programmes. The ideal candidate will have experience of working with the public, and will have an interest in working within the arts, preferably in a public facing or visitor services role. A keen interest in the work Lighthouse undertakes in the fields of digital culture, arts, and film is a must.

Roles of Operations & Programme Assistant, Lighthouse

The Operations & Programme Assistant will undertake the below tasks.

Operations & Programme

- Assist the Operations Coordinator in providing a welcoming and professional environment for our visitors, ensuring excellent standards of customer care
- Support the operations team with the smooth running of the office and venue
- Assist the Operations Coordinator with the planning and delivery of commercial hires, including setting up the venue for events and providing support to clients
- Assist with the set up of exhibitions, talks and screening events
- Assist with recruiting and coordinating volunteer invigilators
- Assist with front of house and bar duties at events and functions
- Assist with the management of the in-house bar, carrying out stock takes and ordering stock
- Coordinate refreshments and catering for events, and liaising with external caterers and suppliers
- Deal with enquiries on the phone, by email and in person on a daily basis
- Administrate venue bookings, process booking forms, and update the events diary
- Provide administrative support for the programme team, where possible
- Assist in maintaining attendance records, evaluation sheets and audience questionnaires
- Manage incoming and outgoing post

Marketing

- Assist the team with marketing by obtaining texts, images and information
- Assist the team with updating the website and social media channels (training provided)

General

- Attend staff meetings in the Lighthouse offices and other meetings, as required
- Work effectively in a team
- Work in accordance with Lighthouse’s Health & Safety and Equality & Diversity Policies
- Any other duties as reasonably required by the Operations Director

Person Specifications

Essential

- Energy and enthusiasm
- Willingness to learn
- Excellent verbal and written communication skills
- Strong interest in gaining experience of working in an arts organisation or events venue
- Experience of working with the public, and/or ability to demonstrate good customer care skills
- Good ICT skills, including experience of using office software such as Microsoft Word, Excel and experience of working online and communicating via email
- Attention to detail
- Good organisational skills
- Good understanding of the work presented by Lighthouse
- Strong interest in the arts, preferably the visual arts and film
- Interest in digital culture and a curiosity about the impact of digital technology on creative practice

Desirable

- Experience of office administration
- Experience of working at public events
- Experience of bar, catering or retail work
- Experience of marketing
- Experience of social media, including the use of tools such as Twitter and Facebook

Place of Work

The offices of Lighthouse – 28 Kensington Street, Brighton – will be the primary place of work.

Reporting

The Operations & Programme Assistant will be line-managed by the Operations Director. The assistant will also be required to liaise with other members of the Lighthouse team, including the Director, Operations Coordinator and the programme team.

How to Apply

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

- A letter of interest (maximum 1 side of A4)
- A current CV (maximum 4 pages of A4)
- The names and contact details of two referees

The letter of interest should outline:

- Why you want this job, and why you are the best person for it.
- How you meet the person specifications, citing specific examples of experience gained in a work, voluntary, or educational setting.

Please submit your letter, along with your CV and the contact details of two referees via email to Miriam Randall, Operations Director

Deadline: 12:00 on 20 April 2012

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, Operations & Programme, Lighthouse

Key Dates

Advertisement of position issued: 28 March 2012
Applications Due: 20 April 2012
Interview Date: 26 April 2012

(If you are unable to make this interview date, please specify two alternatives in your application letter.)

Enquiries

Enquiries should be addressed by email to Miriam Randall, Operations 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 Director is Honor Harger. 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's mission is to create inspiring and vibrant programmes which show how important filmmakers and artists are in a changing media landscape. We advocate for digital art and moving image, nationally and internationally. By supporting artists and filmmakers, through commissioning, exhibition and professional development, we show that digital culture is about much more than just 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. So far this year, Lighthouse have had exhibitions and commissioned work showing in Barcelona, Spain (at Arts Santa Monica) and London (at the BFI Southbank).

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 also has a significant history of running film projects, and currently runs Guiding Lights and BFI Shorts 2012.

Lighthouse Venue

Lighthouse is a vibrant venue for events in Brighton. Our venue is a former printworks, located in the heart of Brighton's North Laine, the city's vibrant cultural quarter. We host a wide range of events, from our own exhibitions, talks and screenings, to commercial conferences, seminars, away days and receptions.

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.
- South East Dance, a national dance development organisation.

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.

Our two flagship film-related programmes are:

BFI Shorts 2012

<http://www.lighthouse.org.uk/bfi-shorts-2012/about-bfi-shorts-2012>

Lighthouse has been selected to manage BFI Shorts 2012, the BFI's new short film production scheme. This exciting production initiative will support up to twenty live-action fiction shorts, with budgets ranging from £25,000 to £50,000. Lighthouse will select and executive produce a diverse slate of films that tell compelling stories and have the ability to engage, inspire and entertain audiences.

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**.

Lighthouse has managed Guiding Lights since 2006. We were recently awarded the funds for a further round of the scheme – Guiding Lights 5. We aim to continue delivering the scheme to the highest standards, and to expand the scheme further internationally, with partnerships with the Irish Film Board and other European sources.

Exhibitions, Commissions, Festivals and Education

Some of Lighthouse's exhibitions, festivals and commissions over the past year have included:

- *Invisible Fields*, a major international exhibition exploring the radio spectrum at Arts Santa Monica in Barcelona Spain, featuring over a dozen internationally known artists, designers and scientists, including Rafael Lozano-Hemmer and Joyce Hinterding.
- Four short films commissioned in partnership with the BBC, which received both Oscar and BAFTA nominations
- *Laboratory Life*, a unique, interactive art-science laboratory, where 21 artists, scientists and doctors used biomedical science to create new art works. The artworks created at *Laboratory Life* recently toured to Hong Kong.
- Exhibitions by Turner Prize nominated artist, Kutlug Ataman; and Australian artist, Lynette Wallworth, exhibited at Brighton Festival.
- *Lives at War*, an online game made for young people, which animates the dramatic history of World War II.

Events

Lighthouse runs a dynamic programme of events that explore new ideas within film, artists' moving image and digital art. 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.

Masters Degree

Lighthouse 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.

Forthcoming work:

Lighthouse has a busy year of programme planned. Key highlights include:

Exhibition by The Otolith Group – 14 April – 27 May 2012.

<http://www.lighthouse.org.uk/programme/the-otolith-group>

This major new installation by Turner Prize nominated artists, **The Otolith Group** will be exhibited at Fabrica. It has been commissioned for Brighton Festival by a partnership of Brighton's leading arts organisations, as part of the *Voices of the Sea* initiative, which is inspired by *the Boat Project* by Lone Twin. The Otolith Group's new work will be an immersive sea-themed film, exploring how we might listen to the stories and histories of the sea.

Sea of Voices by Invisible Flock – an outdoor experience for Brighton Festival, 5–27 May 2012.

<http://www.lighthouse.org.uk/programme/invisible-flock-sea-of-voices>

The second commission in the *Voices of the Sea* series is by rising stars in interactive media, **Invisible Flock**. Brighton's seafront will be subtly transformed by this innovative artist-group especially for Brighton Festival. Visitors will embark on an interactive journey between Fabrica and the Brighton Marina, guided by storytelling, interactive maps and sea telescopes

Audience / Performer by Iain Forsyth & Jane Pollard – an exhibition, 5–26 May 2012.

<http://www.lighthouse.org.uk/programme/audience-performer-iain-forsyth-and-jane-pollard>

As part of Brighton Festival we are presenting a collection of films by artist **duo Iain Forsyth & Jane Pollard**, who are amongst the UK's leading contemporary artists, working at the edge of performance and new media. *Audience / Performer* includes *Do you love me like I love you*, a series of 14 films commissioned by Nick Cave and the Bad Seeds.

Happenstance – Residencies for Technologists, April – June 2012.

<http://www.lighthouse.org.uk/programme/happenstance-residencies-for-technologists>

Happenstance is designed to change arts organisations' relationship with digital technology, by putting creative technologists in deep immersion residencies in three galleries across the UK. Technologists **James Bridle** and **Natalia Buckley** will work with the Lighthouse team for the next three months.

Brighton Digital Festival 2012

Subject to funding, Lighthouse will curate and deliver a second round of arts and education programmes for Brighton Digital Festival in 2012. Our festival programme will include exhibitions, workshops, meet-ups and events fostering digital culture, and will take place in Brighton during September 2012.

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 its 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. Lighthouse's vision for the future is to be recognised regionally, nationally and internationally as a key strategic agency developing moving image and digital practice through a comprehensive range of activities for both practitioners and audiences.

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 April 2011 are: Ken Smith, Martin Trickey, Sue Gollifer, Zoe Harley, Matt Adams and Antony Gostyn. The Director of Lighthouse reports to the Trustees at Board Meetings, once every two months.

Lighthouse currently has a staff of seven employees.

Position	Post Holder
Director	Honor Harger
Operations Director	Miriam Randall
Programme Producer	Emily Kyriakides
Programme Curator	Jamie Wyld
Operations Coordinator	Emma Wickham
Assistant	Roberta Mataityte
Communications Intern	Iyke Onodugo

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

Contact

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Twitter: <http://twitter.com/LighthouseArts>

<http://www.lighthouse.org.uk>