

LIGHTHOUSE

Recruitment Pack

Project Manager, Lighthouse

Full time, one year fixed-term contract: £24,500 - £27,000 per annum

Deadline for Applications: 23 April 2012

Summary

Lighthouse is seeking an experienced, capable and energetic project manager to join our team. This is a great opportunity to become part of an ambitious, innovative and fast-growing arts organisation.

Lighthouse is a forward-thinking digital culture agency based in Brighton in the UK, with an established history of working with exceptional filmmakers and digital artists, 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 is in a uniquely strong position within the UK arts sector. It has evolved rapidly over the past two years, developing wide-ranging programmes within Brighton, such as our work for Brighton Festival and Brighton Digital Festival, and significant international programmes in partnership with museums and festivals in locations as diverse as Hong Kong and Barcelona. Arts Council England's decision to include Lighthouse in the National Portfolio of Organisations (NPO) provides us with stability going forward.

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.

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

Job Overview

The contract of Project Manager has been created to find an outstanding individual who can plan and manage the delivery of a portfolio of interdisciplinary projects, across Lighthouse's programme, including Lighthouse's flagship mentoring programme, Guiding Lights.

The successful candidate will work closely with the Director, the Operations Director, and the programme team, as well as a range of Lighthouse strategic partners and stakeholders.

Tenure:	1 year fixed-term contract (commencing circa May 2012)
Salary:	£24,500 - £27,000 per annum (dependant on experience)
Holidays:	22 days per annum, plus statutory holidays
Hours:	Full time, based on 39 hours per week. Worked flexibly as required to fulfil the tasks of the post.
Deadline:	The deadline for application is 23 April 2012 Interviews will be held in Brighton on 30 April 2012

Purpose of Contract

This role has been created following the step-change in our organisation, which occurred when we took on the management of BFI Shorts 2012 – the BFI Film Fund's new short film production scheme. Lighthouse is responsible for managing 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 exciting programme, we are expanding our team.

We are looking for an experienced, energetic and enthusiastic project manager who will take responsibility for a number of key projects, and provide critical production support to our Programme Producer (Emily Kyriakides) and the Programme Curator (Jamie Wyld). Key amongst this portfolio of projects is Guiding Lights, the UK's most prestigious mentoring programme for filmmakers. As such, we are seeking a project manager with significant experience of working within the film sector, who is able to demonstrate a thorough understanding of the production processes and business of film.

As the project manager will also be undertaking activities such as organising talks, screenings and conferences, and working on projects such as commissions and exhibitions, our ideal candidate will also have experience of working within a visual art or digital art context. Candidates who have project management experience in other sectors, such as digital production and event management, in addition to having a film background, are also positively encouraged to apply.

All candidates must have an excellent understanding of the work Lighthouse undertakes, must be confident their skills are transferable across a diverse range of projects, and must demonstrate an interest in the digital cultural context that Lighthouse operates within.

Please see Schedule 1 for a detailed overview of Lighthouse's work.

Roles of the Project Manager

The Project Manager will undertake the following duties:

Manage Guiding Lights:

- Work with the Programme Producer to deliver the Guiding Lights mentoring programme, with particular responsibility for the scheme's day-to-day management and administration
- Oversee the recruitment and assessment of Guiding Lights participants, and contribute to the recruitment of mentors
- Liaise with key Guiding Lights stakeholders, funders and partners
- Coordinate Guiding Lights events
- Produce Guiding Lights reports and evaluation materials

Manage a portfolio of projects on-target and on-budget:

- Liaise closely with the Programme Curator and Programme Producer on identifying projects to manage
- Be the main point of contact for filmmakers, artists and other creatives involved in the portfolio of projects
- Be the main point of contact for partners, venues and staff involved to the portfolio of projects
- Devise project plans and schedules for all projects in the portfolio
- Liaise with the Programme Producer and Programme Curator on the management of projects
- Provide clear and timely reports to the Operations Director on all aspects of the management of projects
- Ensure contracts for filmmakers, artists, venues and collaborators are in place
- Manage financial processes related to the portfolio of projects, in liaison with the Operations Director and the bookkeeper
- Identify sub-contractor and/or volunteer requirements for the portfolio of projects and manage sub contractors
- Write reports to stakeholders and funders, and meet financial monitoring requirements
- Be alert to fundraising, sponsorship and income generating opportunities for the organisation and engage in fundraising activities

General duties:

- Work effectively in a team, sharing responsibility with the programme and operations team, and supporting colleagues
- Attend staff meetings in the Lighthouse offices and other meetings, as required
- Manage workload, priorities and administration effectively
- Ensure high standards of customer service in all interactions with the public, and represent the organisation externally as required
- Assist the Lighthouse marketing personnel with writing and obtaining texts, and obtaining images and information relating to the portfolio of projects
- Work in accordance with Lighthouse's Health and Safety Policy
- Work in accordance with Lighthouse's Equality and Diversity Policy

Person Specification

Essential

- Significant high-level experience of film industry related work (a minimum of two years experience preferred)
- Excellent contacts within the UK film sector
- Demonstrable project management skills which can be applied to delivering a broad range of arts and film-related projects
- Excellent understanding of the work presented by Lighthouse over the past two-three years.
- Strong interest in digital culture and a curiosity about the impact of digital technology on creative practice
- Solid financial management skills, including evidence of experience of developing and managing budgets and financial reporting
- Good people management skills, including experience of managing staff, volunteers, technicians and other sub-contractors
- 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
- Experience of devising contracts
- Strong organisational and time management skills, and an ability to prioritise workload and respond to changing circumstances
- Self-motivated, confident and proactive
- Reliable and respectful
- Ability to work collaboratively as part of a team
- Good ICT skills, including experience of using office software such as Microsoft Word, Excel and databases and experience of working online and communicating via email

Desirable

- Proven track record of managing projects within the visual arts or moving image sectors
- Formal project management training
- Experience of working on education, training and / or professional development programmes
- Contacts within the film industry internationally
- Experience of working within a digital culture and/or art setting
- Understanding of current best practice in digital culture and art
- Direct experience of fundraising in the UK
- Awareness of the needs of public funders
- Experience of developing marketing, communication and audience development strategies
- Good experience of social media, including the use of tools such as Twitter and Facebook for audience engagement
- Good leadership skills
- 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 Project Manager will be line-managed by the Operations Director.

As the Project Manager will be managing a portfolio of projects across Lighthouse's programme, they will report to the two senior members of the programme team – the Programme Producer and the Programme Curator – regarding specific programmes.

The Project Manager will also be required to liaise with other members of the Lighthouse team, including the Director, Operations Coordinator and Production Coordinator.

How to Apply

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

- A letter of interest (maximum 2 sides of A4)
- A current CV (maximum 4 pages of A4)
- The names and contact details of two referees

Your letter of interest should outline:

- Why you want this job, and how you are qualified to undertake this role
- How you meet the person specifications, citing specific examples of past professional experience

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

Deadline: 13:00 on 23 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, Project Manager, Lighthouse

Key Dates

Advertisement of position issued: 28 March 2012
Applications Due: 23 April 2012
Interviews: 30 April 2012

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 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:

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, and is highly regarded for fostering film talent in the UK. The scheme is praised by mentees, mentors and stakeholders, and has proved pivotal in the development of over eighty film industry professionals to date.

In the current scheme, twelve talented and ambitious writers, directors and producers have been matched with a 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.

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.

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. BFI Shorts 2012 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. The BFI is working closely with Lighthouse on BFI Shorts 2012.

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. The scheme is also supported by a Production Coordinator.

Exhibitions, Commissions, Festivals and Education

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

Brighton Digital Festival 2011

<http://www.lighthouse.org.uk/programme/brighton-digital-festival>

A month long celebration of digital culture taking place across Brighton in September 2011. The festival featured over 60 exhibitions, performances, meet-ups, workshops and outdoor events, plus Brighton's big-ticket digital conferences, *dConstruct* and *Flash on the Beach*. Leading international artists such as **Blast Theory**, **Semiconductor**, **Joshua Davis**, and **Random Dance**, together with major digital thinkers and doers like **Kevin Slavin**, **Robin Ince** and **Alice Taylor**. The festival was put together by a diverse range of tech companies, arts organisations, designers, and developers who are passionate about digital culture. It was coordinated by Lighthouse with support from Arts Council England.

Invisible Fields

<http://www.lighthouse.org.uk/programme/invisible-fields>

A major international art-science exhibition exploring the scientific and cultural history of the radio spectrum, exhibited at Arts Santa Monica in Barcelona Spain, featuring over a dozen internationally known artists, designers and scientists, including **Rafael Lozano-Hemmer** and **Joyce Hinterding**.

BBC Drama Shorts

<http://www.lighthouse.org.uk/programme/invisible-fields>

Four short films commissioned in partnership with the BBC, which received both Oscar and BAFTA nominations in 2011.

Lives at War

<http://www.lighthouse.org.uk/programme/lives-at-war-online-game>

An online game made for young people, which animates the dramatic history of World War II.

Laboratory Life

<http://www.lighthouse.org.uk/programme/laboratory-life>

A unique, interactive art-science laboratory, where 21 artists, scientists and doctors used biomedical science to create new art works. It was conceived and led by artist **Andy Gracie**, and produced by Lighthouse and The Arts Catalyst with support from The Wellcome Trust. The artworks created at Laboratory Life recently toured to Hong Kong.

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 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. 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 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 digital culture and film 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

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>