

PRODUCER, RADAR

Job Ref: REQ171090

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Radar actively engages with research and uses it as a stimulus to inform and develop new projects. The programme has a commitment to working with artists whose practice is research based and offers them an opportunity to engage with a broad range of academic work. Audiences are able to engage with ideas and issues both through the artistic outputs and an accompanying series of discursive events. The programme is non gallery based and commissions leading artists to deliver a wide range of projects, from live performance to temporary installations to participatory projects.

Radar has been working in this way for the ten years over which time it has established a reputation for the unique nature of its work as well as the opportunity it provides artists to use the campus as both a space for research as well as a space for production. The range of artists that have worked with Radar can be viewed here:

<http://www.arts.lboro.ac.uk/radar/archive/>

Radar is one strand of activity delivered by LU Arts, Loughborough University's public facing arts programme. The successful candidate will work as part of a dynamic and friendly team who will help support the success of the Radar programme going forward. S/he will be someone for a passion for contemporary art, an understanding of academic research and a commitment to facilitating ambitious artistic outputs.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

The role will devise and develop future Radar programme activity. They will work closely with the Director and the Programme Co-ordinator in the programming and delivery of the activity.

Job Duties

Programme

- Delivering a diverse, critically engaging and distinctive programme of contemporary visual art that is ambitious locally and internationally.
- Ensure the effective administration, development and delivery of the commissions and ensure project management tools are in place.
- Develop activity that supports learning and teaching within the School of the Arts.
- Organise occasional related exhibitions within Martin Hall Exhibition space.
- To liaise and communicate with a wide range of internal and external partners that help ensure the success of the programme.
- To manage project budget and ensure projects remain within budget.
- To research, identify and apply for funding that will support future programme activity.

- Develop marketing activity for the events in co-ordination with the marketing team.
- Organise interpretative content for projects and ensure that activity is documented and evaluated.
- Actively participate in the contemporary art world – networking with artists, gallerists, funders and other institutions to develop working relationships beneficial to Radar.
- Communicate the ideas explored within the work to a wide cross section of audiences

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

The nature of the work means that you will be occasionally required to work outside of normal office hours.

Organisational Responsibility

Reports to the Director, LU Arts

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working within the contemporary visual arts	1,3
	Experience of managing budgets	1,3
	Experience of fundraising from trusts and foundations and other external funders.	1,3
Skills and abilities	Excellent written and spoken communication skills and strong numerate skills.	1,2,3
	Excellent organisational skills and ability to priorities workload	1,2,3
	Excellent IT skills (Microsoft Word, Excel, email and internet)	1,2
	An innovative and creative approach to work	3
	Ability to plan and prioritise work and resources of self and others to achieve agreed objectives	1,3
	Enthusiastic and committed individual	1,3
	Ability to work unsupervised and on own initiative	1,3
Qualifications	A Level or above	1
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
Training	A willingness to undertake further training	1,3
Other	Working outside normal office hours would be necessary in this post	3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience in working in Higher Education	1,3

Conditions of Service

The position is part-time (22.5 hours per week) and open ended. Salary will be on Administrative Services Grade 5, £24,285 to £28,936 pro rata per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Nick Slater, Director, LU Arts by email at n.slater@lboro.ac.uk or by telephone on 01509 222960

Applications

The closing date for receipt of applications is 12 December 2017. Interviews will be held on Tuesday 19 December 2017.