



Home Live Art

Artistic Director Job Information

www.homeliveart.com



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Artistic Director Information Pack

1. Introduction

Thank you for your interest in the role of Artistic Director of Home Live Art (HLA). This pack contains further information about HLA and an outline of the role.

This is an exciting time for the company. After working for HLA for 17 years and 13 years respectively, Mimi Banks and Jane Greenfield are to step down as co-directors in 2018 to pursue their own creative projects. The search is now on for their successor/s who will continue the imaginative work and excellent reputation HLA has become recognised for.

Over the last decade and a half HLA and its small team of producers have developed a reputation for bringing socially engaged live art into mainstream contexts. Projects such as the Church Ale Festival, The Alternative Village Fete and a 3-year national tour with Ida Barr's Mash Up have helped to establish the company's open and accessible approach to live art programming, while maintaining a sense of risk taking and playful provocation. Coupled with National Portfolio Funding for the period 2018 - 2021/22, the company has recently relocated to the South East region. While maintaining a national remit, The new Artistic Director/s will be expected to lead on the development and implementation of HLA's vision and plans for its work in the South East including new partnerships and collaborations, artist development and audience engagement.

We are looking for a highly dynamic and creative person/s who has energy and ideas! Who can work strategically as well as "on the ground" and who is comfortable working within a small team, which operates without a traditional hierarchy. As a champion of Live Art, the new Artistic Director/s will be a supporter of experimental arts practice and new ideas and a strong advocate for work that both celebrates and questions contemporary and traditional forms of art and culture.

*Home Live Art actively encourages applications from people of all backgrounds. We specifically welcome applications from people with disabilities and those from Black and Minority Ethnic backgrounds.

2. How To Apply

Applications will be a 2-stage process including an initial Expression of Interest (EOI). To apply for this post, please send your EOI to jane@homeliveart.com as a PDF document by **9am, Monday 30th October**. **The EOI must be no more than 2 sides of A4 and contain the following:**

- A brief biography (individual or company overview)
- Brief details of past relevant work
- A creative statement describing your ideas around HOW and WHY you would like to run Home Live Art.
- A completed Equal Opportunities Monitoring Form

At this stage we are looking for ideas and encourage applicants to be open and creative in their thinking. The Board of HLA is interested in different models of leadership and wants to encourage individuals, collectives, job shares and existing organizations to apply. Shortlisted EOIs will be invited to first stage interviews in London in November. The interviews will be 30 - 40 minutes in length, informal and discursive. Once all shortlisted EOIs have been interviewed a further shortlisting will take place with successful candidates invited to submit a full application in early January 2018.

The full timetable for recruitment is as follows. Please note all the key dates, which are fixed. All interviews will take place in London unless otherwise agreed.

Deadline for first stage EOI	9am, Monday 30th October 2017
Successful EOIs invited to first stage interviews.	13 th & 14 th November
Successful EOIs informed	End of November
Submission deadline for full applications	9am, Monday 8 th January 2018
Second stage interviews	11 th & 12th January 2018
Appointment of candidate	Mid January 2018
Start date	April 2018
Induction and handover period with out-going Directors	April - June 2018

3. Job Description

The role of Artistic Director is to provide artistic vision and leadership for HLA. Candidates will need to have a minimum of 5 years experience in arts management and programming either as an artist / curator / producer / programmer and demonstrate a commitment to diversity in its broadest sense. Although not restricted to the region exclusively, candidates must demonstrate a clear commitment to developing projects and activity in the South East.

RESPONSIBILITIES:

Artistic

- Responsibility for overall artistic direction of HLA including collaborative projects, partnerships, national touring and working with artists
- Forging relationships with key partners, stakeholders and funders in order to expand HLA's work and profile
- Forging positive relationships with the artistic community ensuring good practice and understanding the creative, economic and development needs of artists
- Championing diversity in its broadest sense and ensuring HLA activity supports the work of artists and other creatives from all backgrounds including those from the LGBTQI and disability community and Black and Minority Ethnic community.
- Developing and maintaining artistic relationships regionally and nationally
- Developing HLA's commitment to public engagement and socially engaged practice through activity and new relationships
- Researching and developing new artistic opportunities and partnerships regionally, nationally and internationally
- Maintaining HLA's commitment to producing and delivering work in outdoor, public, domestic and non-arts spaces
- Overseeing HLA's marketing activity including our digital media strategy, marketing campaigns and brand development

Financial, Legal and Reporting

- Overseeing the strategic, financial management of HLA
- With the board, sharing responsibility for major financial decision-making such as recruiting new staff, hiring of premises, major purchases
- Ensuring all projects and activity remain in budget
- Leading on strategic fundraising including grant making, Trusts and Foundations, individual giving and other sources of income generation
- Working alongside HLA's Book Keeper and Accountants to ensure good financial management systems and financial reporting
- Ensuring HLA complies with current legislation
- Overseeing and preparing quarterly and annual reports for the Board and key funders

Leadership

- Championing HLA within the live art sector and beyond
- Providing leadership and support to all HLA staff including project producers, freelancers, interns and volunteers
- With the Board, managing HLA's relationship with Arts Council England and other key funders.
- Fostering a spirit of creativity, openness and respect amongst the HLA team including Board, staff, volunteers and partners
- Managing key staff including project producers and the HLA Book Keeper
- Overseeing the management of other staff including freelancers, interns and volunteers
- With the Board, overseeing the professional development, training and appraisal opportunities for staff
- With the Board, oversee recruitment of new staff
- Working alongside the Board to ensure good governance and Board development including the recruitment of new trustees.
- Ensuring HLA's Business Plan and other strategic documents remain relevant and are kept up to date
- Undertaking such other duties as may from time to time be allocated by the Board

4. Person Specification

Essential:

- At least 5 years experience of running and delivering live art based events or programmes of works such as artist led initiatives, festivals, site-responsive projects and/or audience development / participatory events
- Direct experience of working with artists
- Up to date knowledge and understanding of the live arts / contemporary arts sector in the UK
- Proven track record of fundraising e.g. Arts Council grant making, Trusts & Foundations, Local Authority, Crowd Funding, Co-commissioning
- Commitment to programming in a culturally diverse context
- Proven experience of developing partnerships and creative collaborations
- Experience of working in or leading a small team
- Experience of brokering relationships with either artists, venues, partner organisations and/or other stakeholders
- Proven experience of managing budgets

Desirable:

- Knowledge of the South East region and its key cultural venues, arts organisations and stakeholders
- Experience of managing other staff including freelancers, volunteers and interns
- Strong marketing, press and social / digital media experience
- Knowledge and understanding of Arts Council England National Portfolio Funding
- Governance experience and working with a Board of Trustees
- Fundraising through individual giving and donation
- An understanding and interest in developing ethical fundraising policies
- On-line financial accounting systems e.g. QuickBooks

5. Terms of Employment

Job title	Artistic Director
Employer	Home Live Art Ltd. Reporting to the Chair & Board
Responsible for	Freelance Book Keeper other freelance / project staff
Hours of Work	Full Time (work days and times will vary and include some unsocial hours – TOIL given) Flexible working hours will be considered
Holidays	5.6 weeks paid holiday per annum plus British public holidays and bank holidays
Appointment Term	Permanent
Probationary Period	6 months
Notice Period	3 months
Salary	£38,000 - £42,000 depending on experience (split by arrangement between any job sharing directors)
Pension	Home Live Art offers a workplace pension where we match employee contributions up to an agreed limit
Base	Post holder will work from home unless otherwise agreed. Upgrading or purchasing of home office equipment to undertake the role, will be negotiated separately with the Board
Expenses	Travel, accommodation and other relevant expenses associated with carrying out the role will be reimbursed and agreed with the Board

6. Background information on Home Live Art

Home Live Art is a dynamic, non-venue based, performance arts producing company with an established reputation for creating high quality, innovative work. Led by Co-Directors Jane Greenfield and Mimi Banks, who will step down in 2018, HLA produces and curates a year round programme of artist led, participatory work exploring the traditional, ritual, communal and celebratory. Known for our collaborative practice we have pioneered the presentation of live art and inter-disciplinary work into mainstream contexts and for a broad audience demographic.

The company launched in 1999 presenting live art and experimental performance artwork in a fully inhabited family house in South London. We have produced over 70 different shows using spaces all over the house -kitchen, bedroom, and basement, even the bath! The everyday home set up remained in place and performances occurred very much alongside the normal detritus of family life. Having left the house in 2005 we now work with a wide range of partners: major institutions such as Tate Britain, cultural venues including the Barbican and National Theatre and outdoor events such as the Hastings' *Coastal Currents Festival*.

A small core team with a "can do" attitude, we constantly punch above our weight, working both at the large-scale and the intimate and nuanced. As creative producers we work directly with artists to create and shape programmes of work, either inviting individual artists to lead projects such as Bob & Roberta Smith's *Women Should be In Charge* for the ICA or inviting a cohort of artists to deliver specific activities such as the *Alternative Village Fete* at Latitude Festival. 16 years on, we still hold onto the core concepts of our early beginnings -innovation, experimental live art practice, site-responsiveness, attention to the role of audience, intimacy and interaction. We have worked in and with museums, galleries, repertory theatres, National Trust properties, local authorities, neighbourhood schemes, public squares, cemeteries, Victorian parks, shipping containers, car parks, music festivals and even in the sea off Hastings! Further information on our projects can be found on our website

Home Live Art is a National Portfolio Organisation with an annual grant from Arts Council England of £75,000. Additional income is raised annually through partnerships, small grants and commissions from larger institutions. Home Live Art's Board of Directors are: Martin Gent (Chair) Jayne Knight, Richard Layzell, Richard DeDomenici, Laura Sweeny and Misa Von Tunzelman. At the time of writing we have made an application to the Charities Commission for charitable status. We are also a member of Live Art UK.