

Artists' Assistant Application Pack May 2019

About Blast Theory

“Since the mid 1990s, the group [has] followed the trajectory of the development of media, with their acute and in-depth psychological analyses. I would call them the most contemporary media-poet of this age.”

- Soh Yeong Roh, head of the Selection Committee for the 2016 Nam June Paik Art Center Award

Blast Theory is a pioneering artist group creating interactive art to explore social and political questions, placing audience members at the centre of our work.

Since 1991, we have been using interactive media to create groundbreaking new forms of performance and interactive art that mixes audiences across the internet, live performance and digital broadcasting. Led by artists Matt Adams, Ju Row Farr and Nick Tandavanitj, we create interactive art that puts you at the centre of the work. Drawing on popular culture, technology and games, the work often blurs the boundaries between the real and the fictional.

In virtual and physical spaces from pubs, canals and abandoned warehouses to libraries, museums and apps – we go to unexpected places to make our work accessible to everyone.

The Artists' Assistant plays an integral part in the company, supporting the artists and team as they create interactive art works to the highest standard to engage the public nationally and internationally. The Artists' Assistant works with the three artists and the wider team, across each project and supporting year-round studio based activity.

Our History

Blast Theory has been nominated for a BAFTA award four times and has won the Golden Nica for Interactive Art at Prix Ars Electronica, an International Mobile Games Award, three Lovie Awards and The Hospital's Interactive Art Award among others. In 2016 we were awarded the Nam June Paik Art Center Prize in recognition of the group's exploration of new boundaries in art.

Internationally, Blast Theory's work has been shown at the Tribeca Film Festival, Sundance Film Festival, Walker Arts Center in Minneapolis, the Venice Biennale, ICC in Tokyo, the Chicago Museum of Contemporary Art, Sydney Biennale, National Museum in Taiwan, Hebbel Theatre in Berlin, Basel Art Fair, Dutch Electronic Arts Festival, Sonar Festival in Barcelona and the Palestine International Video Festival.

The company has been regularly funded by Arts Council England since 1994 and is a National Portfolio Organisation.

Our Ethos

We strive to provide a warm, welcoming, creative and collaborative environment. Regardless of how busy it is we all have lunch together in the studio between 1pm-2pm and often we have visitors who join us for lunch as well. It's important to us that we take care of each other; we have an ongoing organisation wide dedication to individual support and professional development, including a distinctive sabbatical policy. We currently have a gender-balanced staff ratio and encourage the empowerment of female employees and volunteers.

We strive to develop people inside Blast Theory to make the very best of themselves and to make the most ambitious art works that we can.

Equal Opportunities

Blast Theory is committed to a policy of equal opportunities. We actively seek personnel that reflect the diversity of the communities we serve and so encourage applications from those with less visibility in the sector.

We welcome applications from people who identify themselves as having a disability. While we recognise that there may be some restrictions that apply to specific disabilities, Blast Theory will adopt as flexible an approach as possible and seek to make reasonable adaptations to accommodate your needs.

Please use the **Reference and Disclosure Form** to be as specific as possible with your needs so we can make your interview / time with us as comfortable as possible.

Application Procedure

Please send a **Cover Letter** (no more than two sides of A4) detailing your relevant qualifications, skills and experience, along with a **CV** and completed **Equal Opportunities Monitoring Form** and **Reference & Disclosure Form**.

Please upload these documents and complete the relevant forms via our SurveyMonkey here:

<https://www.surveymonkey.co.uk/r/YKV87KR>

Applicants are welcome to apply in a format that serves them best, such as audiotape or video. If you prefer to apply via a video or audio application please contact sarah@blasttheory.co.uk for more details.

Key Dates

Applications due: Tuesday 18th June 2019, 5pm (strict deadline)

Interviews: Monday 24th June 2019

Start date: ASAP after interview

Artists' Assistant Job Description

Hours: 35 per week

Fixed Term: Until end of March 2020, with likely extension.

Salary: £19,500

Reports to: Sarah Clark, Project Manager

Location: This post is based at Blast Theory's studios at 20 Wellington Road, Brighton, BN41 1DN and involves travel within the UK and abroad.

1. The Purpose of the Job

The Artists' Assistant's job is to support the artists and team as they create interactive art works to the highest standard to engage the public nationally and internationally.

2. Artistic Support

- 2.1. Support the delivery of projects including project planning and production management (including site visits, get-ins and get-outs, technical specifications to partners etc.)
- 2.2. Support the development of new work through research, object making and testing
- 2.3. Research, book, manage and communicate details of travel and accommodation, including creation and distribution of itineraries
- 2.4. Organise logistics for production, including R&D weeks, film shoots, user tests for software and live events, managing freelancers where required

3. Studio Management

- 3.1. Facilitate aspects of the day-to-day running of the studio, including tidying and group minute taking (where requested)
- 3.2. Management of the store, equipment, kit lists and inventory
- 3.3. Maintain a meticulous archive of creative material
- 3.4. Provide administrative support, for example taking minutes
- 3.5. Follow and update procedures for handling project files and media in the archive and studio edit suite.

4. Project Support

- 4.1. Support the Project Manager in producing production documents as needed, including risk registers, risk assessments, release forms and feedback forms
- 4.2. Monitor risks and dependencies across projects and flag with Project Manager where necessary
- 4.3. Liaise with partners regarding creative and production updates, ensuring partners are responded to and actions are followed up
- 4.4. Track engagement activity, collate data and compile reports for commissioning partners and internal reporting, as requested by the Creative Producer
- 4.5. Source, brief, manage and evaluate volunteers on projects
- 4.6. Support the Communications Manager with the design and production of communications assets, coordination of press interviews and collation of Case Studies

- 4.7. Assist with the production of project websites
- 4.8. Gather photo and video documentation and editing, including shortlisting images and uploading content to relevant channels
- 4.9. Assist with monitoring, evaluation and reporting
- 4.10. Ensure project equipment is researched, hired and purchased in a timely and cost-effective manner
- 4.11. Coordinate technical tests
- 4.12. Undertake any other duties as requested to support the delivery of projects

5. Volunteer Management

- 5.1. Manage the Volunteer and Paid Internship Programme including mentoring and skills development
- 5.2. Lead on task management of the volunteer for tasks including archiving, project assistance and group minute taking

6. Line Management

The Artists' Assistant will manage volunteers at 20 Wellington Road or elsewhere on behalf of the company. The Artists' Assistant will also line manage freelancers as requested.

Person Specification

Candidate should have:

- Strong written and verbal communication skills
- Strong organisational skills and an ability to prioritise workload and meet strict overlapping deadlines
- An ability to work under own initiative to tight deadlines will also be an advantage, as is understanding of the arts and cultural sector
- A basic understanding of WordPress and updating web pages
- Strong Apple Mac literacy with a good working knowledge of Microsoft Office.
- Basic photography skills and a good working knowledge of Photoshop
- Basic graphic design skills and a good working knowledge of InDesign and Illustrator
- Basic video production skills and a good working knowledge of Premiere Pro

Desirable skills are:

- Performance skills, carpentry, electronics and experience testing and preparing equipment
- Knowledge of systems administration, networking, mobile devices, databases, Flash, 3D Studio Max, HTML and CSS
- Proven experience in website development and design in Javascript/AJAX, PHP and MySQL
- Driving license

Personal qualities required:

- Highly focused and productive
- A meticulous eye for detail and high standards in all areas
- Adaptable and quick learning
- An excellent communicator
- Highly motivated, hard working and able to problem solve
- Confident, calm, unflappable and able to work as a part of a team
- Able to multitask over long periods, moving between different projects
- Able to maintain a balance between immediate priorities and longer term jobs