



ABANDON NORMAL DEVICES

Online Projects Manager & Producer

Salary: £21,000 Pro Rata (6 month contract)
Contract: 3 days a week (22.5 hours a week) starting end of May
Days: Monday- Wednesday Preferable
Reports to: AND Director
Based: AND Office, Manchester
Deadline: Extended to 17:00 Friday 8 May 2015

Abandon Normal Devices is looking for an outstanding candidate to work with their creative team and play a key role in the development of their online projects and website.

Overview of the role

Abandon Normal Devices (AND) are seeking a capable producer and exceptional communicator with a passion for technology, ideas and digital culture to manage and cultivate our online community and projects.

This is an exciting time to support in the development of AND's online projects as well as the website. We are looking for someone who has an understanding and enthusiasm for internet culture and technology and enjoys writing about art, digital culture and film.

This role is for an early career, mid level experience candidate and we want someone who can hit the ground running as part of the AND team. This role will feed into AND's overall organisational knowledge of internet culture and contemporary art and while it will include administration and website management we do see this as a creative role which acts as the first point of contact to our audience and community.

In September 2015 the organisation will be working towards delivering a festival of new cinema, digital culture and art at Grizedale forest alongside a programme of online projects in collaboration with a network of EU partners.

About Abandon Normal Devices (AND)

Abandon Normal Devices is a commissioning agency which produces cross platform projects including exhibitions, talks, interactive projects, film happenings and a biennial festival of new cinema, digital culture and art.

We are a catalyst for new approaches to art-making and digital invention and invite artists to hijack the imagination through abandoning traditional settings and developing unorthodox partnerships so we can actively redefine the way that digital art projects, events and festivals are experienced.

Founded in 2009 by FACT, Cornerhouse and folly over the past 6 years we have commissioned over 80 artists including Rafael Rozendaal, Julien Oliver, Eva and Franco Mattes, Brody Condon, Andrew Kötting, Apichatpong Weerasethakul, Carolee Schneeman, Krzysztof Wodiczko, Gillian Wearing, The Yes Men and Jamie King . www.andfestival.org.uk

Brief Responsibilities:

- Primary responsibility will be to manage the website as a site for exhibition as well as a communication tool
- Manage the website and the redevelopment of the website in collaboration with the Communications Manager
- Co-ordinate and initiating blog posts and editorial around the festival programme
- Build a community around the programme and partnerships for the festival and European projects Masters and Servers
- Write and curate articles linked to the artistic programme for 2015-2016
- Managing the online persona of Abandon Normal Devices
- Where appropriate produce events in collaboration with the programme team

Main Duties:

1. Developing and updating the AND website (images and content), ensuring it maximizes opportunities for audience dialogue and clearly communicates the programme
2. To work with the programme team on the development the online projects and festival programme for 2015
3. In liaison with the Communications Manager, co-ordinate the organisations social networking sites and online media channels, posting content and interacting with users (including but not limited to Twitter, Facebook, Flickr, You Tube).
4. Identify emerging social media platforms which AND should and can have a presence, and managing the incorporation of these platforms into the digital strategy.
5. Researching and producing rich digital media projects with the programme team
6. Distribute content around appropriate social media channels (including but not limited to podcasts, additional audio, video, blogs, documentation, QR codes).
7. Monitoring and evaluation of performance (web, social media, wider digital content)
8. To work with the Marketing Communications Manager to co-ordinate a targeted e-bulletin programme for stakeholders and audiences, developing content, managing emailing lists and distribution.

Pre-requisite

- Understanding and experience of Wordpress
- Open Office or Microsoft Office

Desirable

- Knowledge of Apple software, Photoshop, Final Cut Pro

HOW TO APPLY

Deadline: **Extended to 17:00 Friday 8 May 2015**

Interviews: **Wk commencing 11 May 2015**

Start Date: **Late May 2015**

Your application must include

- CV (no more than 2 pages and including at least two referees)
- Supporting Statement (no more than 2 pages) highlighting how your experience meets the skills and experience criteria outlined. Where possible please include links to online examples of your work relevant to this role within.
- Completed Equal Opportunities Monitoring Form

Guidance Notes for Applicants:

- The closing date for receipt of completed applications is **17:00 5 May 2015**
- Shortlisted candidates will be contacted by email and invited to an interview
- To submit your application or for any queries please contact jobs@andfestival.org.uk
- Please insert APPLICATION ONLINE PROJECTS as the subject.