



AND PROGRAMME ASSISTANT

Thank you for your interest in the role of **Programme Assistant** at Abandon Normal Devices (AND); this is an exciting role that will be key to the development and delivery of AND Festival 2020.

To apply for the role, submit your CV (no more than 2 pages and including at least two referees) alongside a supporting statement (500 words max) highlighting how your experience meets the skills and experience criteria outlined.

Please send your applications to jobs@andfestival.org.uk with **APPLICATION PROGRAMME ASSISTANT** as the subject field.

The closing date for applications **Midday Tuesday 19 November 2019**.

Interviews are expected to take place **W/c 25 November 2019**.

We'll get in touch with all short-listed candidates by phone or email. As we receive so many applications, unfortunately we are unable to reply to each one individually, therefore, if you have not been contacted by 25 November please assume that your application has not been successful on this occasion.

Thanks once again for your interest in AND, and we look forward to receiving your application.

Yours sincerely
The AND Team



JOB DESCRIPTION

Job Title:	Programme Assistant
Reports to:	Director
Working with:	AND Director, Programme Producer, Freelance Producers, Festival Partners and Venues
Contract:	6 Month Fixed Term Contract (PAYE) Full-time January – June 2020
Salary:	£19,000 (per annum, pro rata)
Location:	AND Office, Manchester & with travel to festival sites across Merseyside & Cheshire

Annual leave entitlement is 33 days a year pro rata including public holidays.

There will be a two-month probationary period for this position.

Abandon Normal Devices (AND) is a commissioning agency and a catalyst for new approaches to art-making and digital invention. We create ground-breaking projects which challenge the definitions of art and moving image with a distinct emphasis on creative enquiry and provocations.

AND Festival is the UK's first roaming festival of cinema, art and digital culture, which maps fresh geographical and digital domains every edition. Since its inception in 2009, AND Festival has shaken the creative sector through radical, risk-taking projects that challenge conventional modes of participation, and stimulate new art forms and creative enquiry.

On 14 to 17 May 2020, this site-specific festival of digital culture, art and film returns for its 9th edition to the industrial waterways of Manchester Ship Canal and River Mersey, appearing at sites in Cheshire and Merseyside. Abandon Normal Devices explores the waterways with a 4-day festival of unusual and unexpected experiences - immersive installations, augmented reality seascapes, virtual environments, floating experiments, immersive field trips - taking place on boats, docks and ports.

ROLES & RESPONSIBILITIES

The Programme Assistant will play a key role in in the co-ordination, administration and production of the organisation and the programme, including the 2020 Festival. The role of the Programme Assistant is varied, including writing reports, processing financial transactions, organising meetings, coordinating travel (national and international) for artists and guests and supporting the programme delivery.

You will be working closely with the core team (Director, Programme Producer and Marketing and Communications Manager), alongside the festival team including freelance staff, interns and volunteers on the planning and delivery of the annual programme, festival and touring programme. This is a fast-paced and varied role, suitable for someone who ideally has a background and interest in the arts.

Key Responsibilities:

Administration

- You will be responsible for general administration for the programme including scheduling meetings and taking minutes.
- Implementing administrative systems for the organisation e.g. online and offline filing, record keeping, implementing office systems and stationary supplies.
- Timely & effective correspondence and administration for the programme, with artists, participants and delivery partners.

Programme & Partners

- Support the successful delivery of the annual programme including the 2020 festival. Work closely with the AND Team, partners and artists on the research, development and delivery of the programme.
- Be the key point for all artists and guest travel, accommodation and visas relating to the programme, booking travel and accommodation for guests and artists.
- Provide producers with project support on event planning and management.
- Co-ordinate resources and requirements efficiently and within set budgets.
- Work within AND's agreed finance and accountancy procedures, managing the day-to-day financial procedures, including processing invoices, credit card reconciliation, staff expenses, etc.
- Liaise with Finance Team at Contact on credit card and petty cash reconciliation.
- To manage allocated programme budgets as agreed with the Director (travel and accommodation, office supplies, etc.) and delivering allocated budgets on target, including regular reports.

Communications

- The management of the organisations contacts database, in liaison with the AND marketing team, ensuring that all content is relevant, up to date and accurate.
- Be a key point in the organisations' communication, in particular with the producers (internal and external) ensure they are given relevant updates to ensure the smooth delivery of the programme.
- Being an advocate for the AND wherever possible and always being able to give accurate updates to third parties.

Funding & Reporting

- Support the core team in the research, writing and reporting of funding bids.
- Update and maintain the AND evaluation and reporting figures.

Other

- Manage any project related interns and volunteers.
- Abide by AND policies on safeguarding, equal opportunities, volunteering, health & safety, sustainability, evaluation & monitoring.
- Any other duties that are commensurate with the post.

PERSON SPECIFICATION

Essential

- Able to handle several tasks/projects at once, thrive under pressure.
- Highly literate, with excellent oral and written communication skills.
- Excellent communicator with excellent interpersonal, written and presentation skills.
- Meticulous attention to detail.
- Excellent IT skills across platforms and systems, ability to translate experience to new software and online project management tools.
- Flexible with working hours, and fully available in the lead up to and over the Festival period.
- Some understanding of the artistic and social context, issues and practicalities. of commissioning work in the public realm across digital culture and art.
- Experience of managing project budgets on target.
- Strong and proven administrative skills.
- Ability to self-manage and self-motivate.
- A collaborative attitude and ability to work within a small, committed team.
- Flexibility, commitment and the ability to multi-task.
- IT skills, especially Microsoft Office, project and collaborative management tools
- Highly organised and able to work to deadlines

Desirable

- Experience in working in a high-pressure events environment - such as a large festival or arts programme.
- Full Clean Driving License