



ABANDON NORMAL DEVICES

\\ ONLINE PRODUCER

Thank you for your interest in the role of **Online Producer** at Abandon Normal Devices (AND). This is an exciting new role that will be key to the development and delivery of AND's programme for 2021.

To apply for the role please:

- complete the online [Application Form](#)* or email the Application Form ([download Word version here](#)) to jobs@andfestival.org.uk with **APPLICATION - Online Producer** as the subject field.
- complete an [Equal Opportunities Form](#) (submitted anonymously)

** We advise applicants using the online form to prepare their application in a separate document before submitting, as you will be unable to save and return, you may use the word version of the application form for this purpose.*

Application Timeline

The closing date for applications is **noon Wednesday 25 November 2020**

Interviews are expected to take place **w/c 30 November 2020**

As we receive so many applications, we are unfortunately unable to reply to each one individually, therefore, if you have not been contacted by 04 December please assume that your application has not been successful on this occasion.

Application Form Guidance

You will be asked to supply the following information:

- Your current/most recent employer. This can include paid or unpaid work (volunteering, placements, internships, work experience)
- Up to three other examples of employment (paid or unpaid) that are most relevant to this particular role.
- Summary of relevant training and development (optional)
- Statement of skills and experience
- Details for two referees. These must be individuals that have knowledge of you within a work or learning capacity (paid or unpaid)

Each section has a character limit that is clearly laid out on the application form.

To complete the Skills and Experience statement please review the job description and person specification and demonstrate in your responses the relevant; Experience; Abilities, Knowledge and Skills; and Personal Attributes you will bring to the role - either directly or with transferable skills from other sectors. AND's selection panel will be shortlisting based on the person specification.

Access Support

We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us on jobs@andfestival.org.uk with **Online Producer** as the subject field.

Application queries

If you have any questions about the application process please contact us on jobs@andfestival.org.uk with **Online Producer** as the subject field.

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:	Online Producer (Fixed Term Contract)
Salary:	£26,000 per annum pro rata (£20,800)
Hours:	Part-time 4 days p/week (30 hrs per week)
Contract:	PAYE Fixed Term Contract between December 2020 and July 2021 (7 months), freelance contract also possible
Location:	Remote working, with optional use of the AND Office in central Manchester and some travel to festival locations across Merseyside and Cheshire as required
Reports to:	Programme Producer
Responsible for:	Event Producers, Creative and Technical Teams, External Suppliers
Working with:	AND Staff, Freelance Producers & Curators, Programme Partners & Venues

AND is looking for an Online Producer to play a key role in the successful delivery of AND's Programme for 2021, including the AND Festival 2021. This an exciting opportunity to contribute to a new programme with innovation and experimentation at its core, and our legacy of online commissioning launched in 2009. The Online Producer will work on newly commissioned content for the web and mobile devices, with national and international artists, creative and technical teams, considering new approaches to audience engagement.

The Online Producer will work closely with AND's Senior Management Team, taking a lead on the development and delivery of online projects and events. This will include online only commissions, hybrid commissions (elements delivered online and IRL), exhibitions and live and recorded events. The AND Festival 2021 programme will take place online and in locations along the industrial waterways of the Manchester Ship Canal and River Mersey at sites in Merseyside and Cheshire (UK).

We are seeking an individual that has a knowledge and passion for art, digital culture and creating engaging experiences via the web and mobile devices. Someone who has in depth understanding of the technical and creative possibilities of the web through multiple platforms, and who is capable to of delivering innovative online experiences which attract and engage a wide range of audiences and participants across the UK and internationally.

ROLE & RESPONSIBILITIES

Production

- To lead on the production of AND online commissions, exhibitions and events, including live streamed and recorded performances, talks, workshops and podcasts; working with artists/creative teams from development to delivery
- To oversee delivery of online commissions and events – working closely with technical and communications teams for the production and delivery of specific projects
- To work alongside the Communications and Partnerships Manager in the management of creative digital partnerships (including AND's web developer OH Digital), leading on the logistics for integration of external platforms with AND website and social media channels on the delivery of commissions and events
- To ensure best practice on accessibility standards for all online projects and events are integrated and AND team supported to understand relevant responsibilities
- To provide advice and lead on practical support to artists and other AND Producers on copyright for online
- To work closely with the Production Team on crossover events (online and in the public realm)

- To be a pro-active member of the production team, providing support and feeding into the development of projects as required
- To oversee and manage logistics on designated projects, ensuring timely delivery and comprehensive updates for project team, providing production plans, schedules and technical specifications
- To draft and issue briefs and contracts for relevant artists, contractors and suppliers, ensuring future consideration of commission and funder requirements
- To work with the Senior Management team to ensure relevant content is documented, recorded or archived appropriately, using platforms such as Conifer

Communications

- Ensure clear communication internally and externally, acting as the key liaison point for online projects and events
- Undertake all relevant administration including correspondence with staff, artists, venues, partners and suppliers
- Attend internal and external meetings and any site visits as required
- Provide regular updates to AND Senior Management team on the progress of the development of the online programme of commissions and events
- Liaise with the Communications team around content creation, campaign plans and the creation of copy, images and press releases

Financial

- To manage budgets as agreed with AND Senior Management team
- To co-ordinate resources and requirements efficiently and within set budgets for sign off by the Programme Producer
- To deliver allocated budgets on target, including regular reports to the Programme Producer
- To work within AND's agreed finance and accountancy procedures

Monitoring, Evaluation and Reporting

- To ensure that all projects and events for which the Online Producer is responsible are properly evaluated and that the necessary information is available for monitoring and evaluation
- To ensure that data collection is considered and implemented throughout the life of all projects where appropriate
- To provide professional updates on projects that can feed into regular organisational reporting mechanisms on activity undertaken and outcomes achieved

Staffing & Management

- Manage project teams as required, including project producers, creative and technical teams, and external suppliers
- To manage any volunteers that may be required in the delivery of online commissions and events

General and Administration

- To actively engage with the organisations vision and abide by AND's policies on safeguarding, equal opportunities, environment, volunteering, health & safety, evaluation & monitoring
- Any other duties that are commensurate with the post

\\ PERSON SPECIFICATION

We expect successful applicants to be able to demonstrate the following:

Key: A = Application Form, I = Interview

Experience	Assessed by one or more of:
Experience of working with artists and creative partners on the development, production and presentation of new digital works across a variety of art forms	A, I
Experience of working with technical and communications teams on the delivery of online content / projects across a range of platforms for a wide range of audiences	A, I
Experience of dealing with contracting, content licenses, intellectual property rights and copyright management for the online space	A
Experience of leading on the project management and successful delivery on a similar scale to AND Festival productions	A, I
Experience of leading small project teams	A, I
Experience of formulating and managing project budgets of between £10,000 to £50,000 on target, and comfortable with creating and managing spreadsheets	A
Abilities, Knowledge and Skills	
A knowledge and understanding of the practicalities of developing work for the online space, including an understanding of platforms available for hosting commissions and events such as Twitch, Facebook Live, YouTube Live, Periscope	A, I
Understanding and knowledge of key digital trends, platforms and challenges within the online space (emerging web, mobile, interactive and immersive technologies), and an ability to apply this to development of audience experiences	A, I
Ability to self-manage and self-motivate	A
Ability to meet deadlines, and to plan content schedules in advance, both long and short-term	A, I
Attention to detail and ability to work under pressure	A
Understanding of best practice in relation to accessibility standards in the online space	A
Creative and technical problem-solving skills	A, I
Excellent communication skills	A, I
Excellent IT skills across platforms and systems; in particular Microsoft Office and project management and collaborative working tools (such as Teamwork, GoogleDrive, DropBox, Slack)	A
Personal Attributes	
A collaborative approach to working with colleagues	A, I
Highly organised and able to work to deadlines	A
Solutions focused approach to work	A, I
Commitment to widening access to the arts, to diversity and to equality	A, I

\\ EMPLOYMENT TERMS

Salary:	£26,000 pro rata (£20,800 per annum)
Hours:	Part-time 4 days p/week 30 hrs per week (flexible working available*)
Contract:	PAYE Fixed Term Contract between December 2020 and July 2021 (7 months) freelance contract also possible
Annual Leave:	33 working days annual leave pro rata (including public holidays)
Probation Period:	Two-months
Notice Period:	One-month notice period after probation completed

Place of Work – Principally at AND’s office in the Bonded Warehouse in central Manchester with travel to festival locations across Merseyside and Cheshire in 2021. A willingness to travel is necessary as many of our partners and networks are across the UK and abroad. Also, as our projects often take place at locations outside Manchester, temporary relocation to a base ‘on site’ may sometimes be required.

In light of the current COVID-19 pandemic, the AND team have moved to home working where possible and expect this to continue into 2021. Access to the office is available for those staff unable to work from home. AND recognise that staff members may need to access flexible working hours to accommodate caring responsibilities.

** Due to the nature of the role and the projects we undertake, there is an expectation (particularly during the biennial festival) of some evening / weekend work. Additional payment will not be made for hours worked above normal working hours, this has been considered alongside our flexible working and time off in lieu policies, and when setting salary range.*

\\ ADDITIONAL INFORMATION: AND BACKGROUND

Abandon Normal Devices (AND) is a nomadic commissioner and born-digital producer unafraid to enter new territories and broker new partnerships.

We propose a significant shift in the way that art is experienced through staging projects that spill out of the gallery and into the 'street'. Our portfolio includes the UK's only roaming biennial, which takes place in a new location every edition and an annual commissioning programme, which can take the form of public art, site specific film happenings and cross platform productions.

Bypassing traditional formats and disciplines, our projects are essential and urgent guides to understanding the dynamic and ongoing relationship between audiences, art and technology, often providing multiple, disruptive, and profoundly different worlds to exist in. Audiences are invited to interact with bold ideas, encounter new art-forms and experience art, in the everyday and in unexpected locations.

AND has commissioned 100 new works and has worked with pioneering and award winning artists, which now amounts to over 300 contemporary artists including Aram Bartholl, Eva and Franco Mattes, the award winning Julian Oliver, Brody Condon, Molleindustria, Ubermorgan, HeHe, Andrew Kötting, Matthew Plummer-Fernandez, Heath Bunting, Oreet Ashery, Apichatpong Weerasethakul, Carolee Schneeman, Krzysztof Wodiczko, Gillian Wearing, Phil Collins, Rafael Lozano Hemmer, The Yes Men. Works have toured internationally to Germany, China, Indonesia, USA, Italy, and Australia, as well as across the UK.

AND FESTIVAL 2021

Abandon Normal Devices presents the UK's only roaming biennial of digital art, taking place in a new location every two years, erupting in unexpected sites of discovery and endeavour. The 9th edition of our festival programme, exploring the global trade gateway of the Manchester Ship Canal and River Mersey, was originally scheduled to take place in May 2020 but was postponed due to the Covid-19 pandemic. Further details [here](#)

We are currently undergoing a period of rescoping which will see the festival rescheduled with a programme of events taking place in Spring-Summer 2021. The programme will feature a series of unusual and unexpected experiences – immersive installations, augmented reality seascapes, virtual environments, floating experiments and immersive field trips – on boats, docks, ports and online.

Equality & Diversity

Abandon Normal Devices is committed to equality of opportunity for all. We believe that a diverse workforce can enable more innovative, creative and dynamic workplaces. We want to reflect the diversity of our audiences in our workforce; therefore, we actively seek and welcome applicants, including but not limited to; ethnically or culturally diverse backgrounds, diverse sexualities and genders, disabled and d/Deaf people, or those with unconventional career paths. We will be using positive action under the Equality Act 2010 to appoint, should candidates be equally qualified.

Environment & Sustainability

AND declares a Climate and Ecological Emergency and is making efforts as an organisation and as individuals to achieve Net Zero by 2025. We are actively working to imagine and model ways that we can encourage sustainable practices internally as well as with the creatives and individuals we work with nationally and internationally.

As a National Portfolio Organisation funded by Arts Council England, we report on our environmental activity through tools and resources provided by Julie's Bicycle, including the development of an environmental policy and action plan.

We are currently participating the [Julie's Bicycle Accelerator Programme](#), a strand of work to foster enterprise, innovation, future thinking and creative perspectives on climate and the environment. We are working with Fast Familiar and the Arts Catalyst to explore the often-hidden environmental impact of the creation and delivery of artworks using digital technology. The insights and learning from the programme will be circulated with the wider cultural sector, forming a critical part of a roadmap for a shared vision for change.

We support and encourage our staff, artists, partners, volunteers and everyone we work with toward creating a green, sustainable future.