



Daily Life Ltd.
Studio 26
Collage Artspace 3
40 Cumberland Road
Wood Green
N22 7SG

Reg no: 3057742
VAT Reg. No: GB67
3231642
Charity No: 1058787

June 2019

Dear Applicant,

RE: Senior Producer, Daily Life Ltd.

Thank you for your interest in our role of Senior Producer. Attached to this letter are the job description, person specification and main terms of employment.

Daily Life Ltd. is the name of the company established to support and deliver my work as Bobby Baker the artist.

The structure is very small and flexible. I act as the chief executive and artistic director. Currently I act as line manager for a number of posts which are part time / freelance. Due to the sporadic nature of the projects and the diverse needs of my artistic practice, the team grows for delivery of specific projects (most recently a retrospective exhibition in Madrid) through the use of specialist freelance people and then shrinks to a core.

Currently the core team consists of one part time administrator (3 days per week) and one part time finance person (1 day per week). I am answerable to a Board of Trustees.

We are funded as an NPO from Arts Council England for the funding period 2018 – 2022. We have an agreed business plan and budgets in place for this period and will be applying for the next round of funding.

The pattern of freelance and part-time staffing, whilst being successful as a delivery model, also carries a burden of management, organisation and administration that is time consuming. It distracts from the time I need to spend on my artistic practice.

We are looking to appoint an experienced senior producer who can undertake these tasks more holistically and offer longer term stability.

Daily Life Ltd. is currently at a very exciting time in its development: we've just moved into new studios in Wood Green, my recent retrospective exhibition in Madrid was a huge success following on from Great & Tiny War, a major commission for 14-18 NOW in Newcastle last year. And I've started work on EPIC DOMESTIC, a new project to establish a Domestic Revolutionary Party.

The job description is comprehensive, but please note that we are not expecting to appoint someone who has detailed knowledge of every aspect therein. Our key concern for this

appointment is that you have a proven track record in arts administration and producing that delivers exciting contemporary art.

To apply please send a cover letter stating how you meet the needs of the role as set out in the person specification and your current salary.

Please send your application to Sarah Robson, HR Advisor: sarah@sarahrobson.co.uk by the closing date of **midday Wednesday 3 July**

Interviews will take place the week of 15 July

I look forward to hearing from you.

Bobby Baker
Director, Daily Life Ltd.

JOB DESCRIPTION

POSITION: Senior Producer (part time)

REPORTS TO: Director (Bobby Baker), Daily Life Ltd (DLL)

RESPONSIBLE FOR: Freelance and technical staff for projects; volunteers and interns

PURPOSE OF THE ROLE

- Act as senior arts administrator for DLL. Responsible for practical delivery of projects and vision as set out in DLL Business Plan
- Act as senior support on all aspects of Bobby Baker's work, to include conceptual planning, comment and artistic reflection as necessary
- Schedule and produce DLL installations, exhibitions and live events ensuring an excellent standard of delivery within budget.
- Uphold and promote DLL's Equality and Diversity Policy and Environmental Sustainability Strategy and ensure they are applied personally and by staff, collaborators and freelancers.
- Ensure that accessibility and inclusiveness is at the heart of all productions
- Work closely with Bobby Baker to deliver creative projects
- Identify opportunities for projects and fundraise as appropriate.

The following responsibilities reflect our current perception of the role, however, there is the likelihood that these will evolve as the roles develop.

Key Responsibilities

- Assist the Director on delivery of the Business Plan and develop the potential for her artistic vision.
- Review the existing body of work and archive to determine opportunities for new partnerships, commissions, collections, publications, touring, residencies as identified in the Business Plan.
- Explore partnerships with key arts organisations (currently considered are British Library, Outside In, TATE and others).
- Identify opportunities to deliver new projects and assist with planning the touring of works in the repertoire.
- In consultation with the Director, develop an annual project schedule with project specific timelines and deadlines.
- Produce all projects and touring to the highest possible standard.
- Research and bid for funding for projects and oversee the management of and reporting on grants.

- Work with partners and audiences to identify and accommodate specific access requirements.
- Develop and negotiate partnership agreements with relevant partners and stakeholders.
- Develop and manage project delivery schedules and accurate and up to date budgets, in conjunction with the Director.
- Ensure project cashflow and budgets are always up to date and keep the Director informed of any budget variations.
- Ensure project delivery teams are fit for purpose and effective – recruit, brief and manage contractors to ensure they will deliver to DLL standards and within budget.
- Ensure that DLL's producing activity conforms to all financial, legal, statutory and contractual requirements including risk assessments and ensure policies and procedures are followed for each performance.
- Ensure evaluation and data collection are embedded in each project from the start and prepare end of project reports and evaluation for the Board, funders and stakeholders.
- Ensure project files are up to date and accessible for other team members as required.
- Act as Safeguarding Officer for DLL and ensure policies and procedures are implemented by anyone working for or with DLL.
- Keep records of the works and projects for archiving and publications.

General

- Represent and advocate for Bobby Baker and DLL at all events to promote the artistic vision and activities of Daily Life Ltd.
- Keep up to date with the contemporary art practice and the public and commercial arts sectors and policy and share developments to the Director.
- Support the Director in cultivating and managing relationships with a range of stakeholders
- Work with freelance development experts to raise funds, commissions and residencies.
- Attend Board meetings and produce reports as required.
- In addition to the above, undertaking any other duty or responsibility which may reasonably be requested by the Director or Board of Trustees.

DLL requires that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The job description for this position may be reviewed and amended to incorporate the future needs of DLL.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Essential

- Excellent knowledge of contemporary art practice, a wide knowledge of artists' work and understanding of the public and commercial arts sector and some knowledge of other arts disciplines such as live art, performance.
- Knowledge and significant experience of how arts and cultural projects are commissioned, co-ordinated and delivered within a business and public-facing environment.
- Demonstrable experience of planning and producing a range of arts projects whether in a venue or independent arts organisation.
- Evidence of a commitment to contributing to a working environment that supports the health and wellbeing of the team, its volunteers and participants;
- Excellent financial literacy and experience of delivering projects within budget.
- Proven success in fundraising and working with key funders, including Arts Council England.

- Proven success in managing and delivering multiple projects simultaneously.
- Experience of building and managing partnerships, including the negotiation and writing of contracts.
- Knowledge of safeguarding, health and safety and other legal requirements for productions.

Desirable

- An understanding and passion for feminist art practice and contemporary performance.
- An understanding and passion for the art practice of people with lived experience of mental distress and experience of supporting and working alongside marginalised and socially disadvantaged people.
- Background in art, art history
- Experience of putting on exhibitions.
- Liking dogs!

SKILLS AND ATTRIBUTES

Essential

- Experience of producing and delivering arts projects
- Excellent written and verbal communication skills
- Good team management and people development skills
- A commitment to producing high quality and thought-provoking projects for a range of audiences.
- Commitment to ensuring an inclusive and accessible arts events
- Excellent organisational and project management skills.
- Ability to devise and successfully manage project budgets.
- Proven ability to work under pressure and to deadlines.
- Ability to work accurately, methodically and quickly.
- Evidence of solving problems creatively and proactively.
- Positive, personable and can – do attitude with the ability to be flexible and adaptable.
- Self-motivated and evidence of using initiative.
- Evidence of good negotiation and interpersonal skills, with the ability to work with a wide range of people from varied backgrounds
- IT literate with at least an intermediate knowledge of MS Office packages and Photoshop

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Employer: Daily Life Ltd. A fun, creative and collaborative place to work!

Manager: Director, Daily Life Ltd: Bobby Baker

Location: Collage Artspace 3, 40 Cumberland Road, Wood Green, London N22 7SG. The role requires travel around the UK and maybe internationally

Job title: Senior Producer

Start Date: ideally September 2019

Salary: up to £ 38,000 pa depending on skills and experience, pro rata for the part time role.

Hours: 3 days/ 22.5 hours a week, excluding a lunch break of one hour which is unpaid. Days worked to be agreed with the Director. Some evening and weekend work may be required, for which time off in lieu maybe available.

Pension: 3% contribution by Employer; 5% contribution by Employee

Holidays: 28 days per annum including normal Bank Holidays for a full-time employee, pro rata for part time.

An offer will be made on the basis of the receipt of references satisfactory to us and proof of the right to work in the UK.