

Artists' Assistant Job Pack

Overall description

Blast Theory is an artists' company based in Brighton. We are renowned internationally as one of the most adventurous artists' groups using interactive media, creating groundbreaking new forms of performance and interactive art that mixes audiences across the internet, live performance and digital broadcasting. The role of Artists' Assistant is vital for the three artists in Blast Theory in order to make the quality and quantity of work that they produce. The group has around six projects in process at most times and the working environment is busy and demanding. The Artists' Assistant must be motivated to deliver work of the highest standard across a range of disciplines wherever and whenever required.

Artists' Assistant:

- Supports the artists in order to enable them to achieve their artistic goals
- Provides assistance to the artists in making and developing new work such as video editing, DVD production, design, research, object making and testing
- Keeps project and production schedules and documents up to date
- Facilitates the day to day running of the studio including driving, archiving, procuring, tidying, recycling equipment, maintenance and group minute taking
- With the support of the Lead Artist on a project, production manages touring work, (including site visits, get-ins and get-outs, sending out technical specifications to venues/festival etc., helping to put together production packs, performer packs and sending any other relevant materials or freight)
- Maintains an inventory of equipment and an archive of creative material
- From time to time work as directed by other members of staff in arrangement with the artists
- The role requires national and international travel
- Manages the volunteer programme with the support of the Line Manager

Skills required:

- Apple Mac literate with a good working knowledge of Illustrator or InDesign, Photoshop, Microsoft Office and Final Cut Pro.
- A basic understanding of HTML, CSS, WordPress and updating web pages
- Highly confident across a range of digital platforms including social networks
- Driving license

Skills desired:

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

Personal Qualities required:

- Highly focused and productive
- Well organised
- 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

Equal Opportunities:

Blast Theory aims to ensure that no applicant receives less favourable treatment on grounds of gender, race, colour, religion, disability, marital status or sexual orientation. Applicants with access requirements are advised to inform Blast Theory of this in their application.

Time Frame:

Deadline for applications: Friday 22nd May 2015, 5pm (strict deadline)

Interviews: Wednesday 3rd June 2015

Start Date: Monday 27th July 2015

Contract:

This is a fulltime position with a salary of £17,000 per annum. Working hours are Monday to Friday, 10am – 6pm. Some work outside of these hours may be required.

Applications should include CV and covering letter and can be emailed or sent by post to:

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