

LUX
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Dear Applicant,

RECRUITMENT PACK: LUX DISTRIBUTION MANAGER

Thank you for your interest in the post of Distribution Manager at LUX. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification

To apply, please send the following items in a single email addressed to job@lux.org.uk using the subject line: **LUX DISTRIBUTION MANAGER/ YOUR NAME**. Application materials must be submitted in a **single PDF plus separate Equal Opportunities Form** and be received no later than Midnight on Friday 25th February 2022

Any applications received after this time will not be considered.

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role with reference to the job description and person specification below. Please read this pack carefully before applying and please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (attached separately to your application but in the same email)

If you have any particular access needs or need any help applying or questions that are not answered in this recruitment pack then please contact us at job@lux.org.uk

Interviews will take place at LUX in London or online on **Friday 4th March 2022**

INTRODUCTION

LUX is a public arts organisation that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world.

We are looking for a creative, committed individual who is passionate about the work of LUX, supporting artists and advocating for artists' moving image. LUX is a small friendly organisation and this position is based in our building in Waterlow Park, Highgate, North London, a beautiful location in a public park with its own gardens.

You do not have to have prior experience of working with film distribution as we will train you but you need to be passionate about artists' moving image, with excellent interpersonal skills and an ability to communicate and negotiate with a wide range of people. As you will be the first point of contact for LUX collection enquiries you should have excellent customer-facing skills and enjoy speaking to people along with an ability to think on your feet and stay calm in a busy environment. You will also be working directly with artists so it is helpful if you have some understanding and appreciation of artists' needs and concerns. You will be making bookings of works and sending invoices which generates vital income for artists and LUX, to do this you will need a good attention to detail and an ability to juggle a range of tasks concurrently. You do not have to have hands-on technical experience of audio-visual technologies but it's helpful if you have an interest in and understanding of analogue film and digital technologies that artists work with. There will be opportunities for you to travel and represent LUX both nationally and internationally, this is vital work so you should feel comfortable meeting a range of people and speaking in public. LUX is a charity and not-for-profit organisation which was originally founded as an artists-run co-operative, although we are no longer a co-operative the values of equity, equality and democracy are key to all of LUX's work and we expect everyone who works here to share and promote those values. Subject to government guidance this position requires you to be able to work onsite at LUX.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people .

JOB DESCRIPTION

LUX DISTRIBUTION MANAGER

Days: Part time, 4 days a week. Tuesday to Friday – including some evening and weekend work with time off in lieu

Salary: £33,000 pro-rata (0.8)

Holidays: 25 days per year pro-rata (5 compulsory days (pro rata) must be taken during the office closure at Christmas) with an increase of 1 day per year worked up to a maximum of 30 days.

Contract: Permanent, with 6 month probationary period

Responsible to: LUX Director

Responsible for: Distribution Assistant, freelancers

Based at: LUX, Waterlow Park Centre, Waterlow Park, Dartmouth Park Hill, London, N19 5JF (we are constantly reviewing the situation around home working in relation to Covid-19 and staff safety but this position will require working from the office in London).

ROLE

The Distribution Manager is responsible for negotiating and managing loans of artists' moving image works from the LUX Collection in dialogue with represented artists.

DUTIES

The below details and task descriptions are not wholly comprehensive or restrictive and do not form part of the contract of employment.

- Be the first point of contact for customers who wish to hire or purchase LUX moving image works.
- Negotiate hires, sales and licensing of works from the LUX collection.
- Provide advice to clients (including independent curators, museums, galleries, festivals, cinemas and universities) on showing, loaning and buying works from the LUX collection.

- Liaise with LUX artists on the exhibition of their work, advising them and assisting in negotiations with exhibitors.
- Manage booking and invoicing processes.
- Manage the Distribution Assistant.
- Oversee annual artist royalty reports and payments in collaboration with the Director of Operations.
- Represent LUX at relevant national and international forums and events.
- Contribute to the new acquisitions process (bringing new artists and works into the LUX collection).
- Work with the Director of Collection and Archive on development strategies for the LUX Collection including LUX's application for museum status.
- Follow company health and safety procedures at all times.
- Any other duties as reasonably requested by LUX Director.

Essential Person Specification

- Experience of working in customer/ client facing roles.
- Demonstrable interest in contemporary visual arts and artists' moving image.
- Excellent communication skills and ability to communicate effectively with a range of artists and institutions.
- Effective negotiator.
- Attention to detail.
- Reliable and punctual.
- Ability to work effectively under pressure in a busy environment.
- Experience of managing staff.
- Ability to speak and represent the organisation in public.
- Ability to work well both as part of a small team and independently.
- Commitment to the aims and activities of LUX.
- Commitment to equal opportunities and increasing participation in the arts.
- Right to live and work in the UK without a new visa (we are unable to sponsor visas for this role)
- Understanding of audio-visual technologies (desirable)
- Experience of working in a visual arts context (desirable)
- Experience of working with audio-visual collections (desirable)
- Second language (desirable)

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.