

LUX  
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Dear Applicant,

### **RECRUITMENT PACK: LUX DEPUTY DIRECTOR**

Thank you for your interest in the post of Deputy Director 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](mailto:job@lux.org.uk) using the subject line: **LUX DEPUTY DIRECTOR/ YOUR NAME**. Application materials must be submitted in a single PDF document plus separate Equal Opportunities Form and be received no later than end of day (5pm) on **4th July 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](mailto:job@lux.org.uk)

Interviews will take place at LUX in London or online on **Friday 15th July 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 committed and entrepreneurial individual who is looking for an exciting new challenge leading LUX and making a significant contribution to supporting artists and advocating for artists' moving image in the UK. 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, with LUX Scotland based in Glasgow, Scotland.

You do not have to have prior experience of working with artists' moving image but you need to be passionate about contemporary visual arts and the value of the public arts sector. Working alongside the LUX Director this is a unique opportunity to set the strategic and operational direction of the organisation as it enters its 20th year. You will need excellent interpersonal skills and an ability to communicate and negotiate with a wide range of people. You will have lead responsibility for overseeing the financial and operational aspects of the organisation, as well as contributing to the cultural aspects of LUX's work, so you should be a strategic thinker, good with figures, with great organisational and analytical skills and attention to detail. You will need an ability to think on your feet and stay calm in a busy environment, and further training will be provided for the right person. You will be one of the public faces of the organisation so you should feel comfortable meeting a range of people and representing the organisation in a range of contexts. 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.

**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 DEPUTY DIRECTOR**

**Days:** Full time, 5 days a week. Monday to Friday 10am-6pm – including some evening and weekend work with time off in lieu.

**Salary:** £40,000

**Holidays:** 25 days per year plus statutory holidays (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:** Bookkeeper, accountant, administration staff, front of house/shop assistant, volunteers

**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).

### **RESPONSIBILITIES**

The Deputy Director supports the Director in managing the day-to-day running of the organisation, with specific responsibility for operational and financial management of LUX.

### **TERMS AND CONDITIONS**

The above details and the job description for the position of Deputy Director are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

### **DUTIES**

#### **Finance**

- Managing and monitoring LUX annual budget and individual project budgets with relevant staff.
- Overseeing all accounting tasks carried out by the Bookkeeper and accountant, ensuring financial control procedures are followed.
- Oversee the production of quarterly accounts and cash flow forecasts.
- Submit quarterly VAT returns.
- Assisting with the preparation of LUX's annual audited accounts in collaboration with auditors.
- Overseeing the preparation of monthly payroll and ensuring all statutory employer responsibilities are met.

## **Fundraising and Management of Funds**

- Working with the Director on the development of fundraising strategy to support LUX programme and collection.
- Contribute to the writing of funding applications alongside other staff and Director
- Supporting the Director in the management of the relationship with Arts Council, England, and ensuring all NPO funding requirements and deadlines are met
- Monitor and oversee reporting on projects.

## **General Management, Governance & Compliance**

- Supporting the Director in the overall management of the organisation, including updating of the Business Plan and risk management.
- Supporting LUX Scotland on operation and finance management.
- Reporting regularly to and preparing papers for the organisation's Board of Trustees and board committees.
- Acting as Company Secretary, ensuring all the legal responsibilities of the organisation are met with regard to charity, company, health and safety, equal opportunities, data protection and anti-discrimination laws
- Acting as a public representative for the organisation and contributing to the organisation's communications strategy
- Deputising for the Director when required

## **Administration, HR and Building Management**

- Responsibility for Human Resources, including recruitment of staff and interns, training, and updating of policies & procedures
- Ensuring compliance with employment and company policies
- Managing personnel processes including employment contracts, appraisals, annual leave and sickness
- Responsible for Building Management and Operations, including maintenance, Health & Safety, IT and ensuring that all appropriate insurances are in place
- Overseeing all administrative systems and ensuring that the offices runs efficiently and effectively

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Experience of working in the public arts/ charity sector
- Experience of financial management, including setting, monitoring and controlling annual budget and project budgets, accounting for restricted funds, understanding

management accounts, liaising with external accountant on year-end accounts and audit, risk management

- Proficient in excel and accounting software (we use Xero)
- Understanding of bookkeeping, including understanding of managing sales and purchase ledgers and reconciling monthly bank accounts
- Knowledge and understanding of Payroll and VAT (additional training available)
- Excellent attention to detail
- Pro-active, independent and a skilled problem-solver
- Able to manage multiple priorities and work calmly under pressure and to deadline
- Experience of managing staff and ability to motivate a team
- Experience of successful fundraising
- Experience of business planning and strategic development
- An understanding of the legal requirements for charities
- Experience of working with databases
- Highly motivated and able to manage own workload and work to deadlines
- Ability to problem-solve and think laterally
- Excellent interpersonal skills and ability to work as part of a team
- Ability to represent the organisation to a range of stakeholders
- Interest in contemporary visual arts and the area in which LUX works
- Demonstrate an understanding and commitment to LUX's values

#### **DESIRABLE**

- Experience of working in an Arts Council England Funded organisation
- Experience of working with Filemaker database systems
- Ability to speak other languages

#### **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.*