

## **Call for interest in role of Production Manager**

### **Scotland + Venice: Alberta Whittle**

Contract duration: estimated February 2021 to January 2023. The hours will be variable depending on the project cycle.

Fee: £40,000

Alberta Whittle has been selected to represent Scotland at the 59th International Art Exhibition, La Biennale di Venezia. This presentation is commissioned by Glasgow International.

Glasgow International is now undertaking research to obtain notes of interest in the role of Production Manager. This Production Manager will play a leading role in the development and delivery of the 2022 Scotland + Venice project. They will work closely with and report to the Director at Glasgow International, within agreed budgets and to fixed deadlines, to ensure that the artist's vision and the ambitions of the Scotland + Venice partnership are achieved.

### **About GI**

Glasgow International is the largest festival for contemporary visual art in Scotland, with over 60 admission free exhibitions, performances and events taking place over 18 days across Glasgow.

Renowned as a centre for contemporary art, the festival draws on the city's strengths as a vibrant and distinctive centre of artistic production and display. Combining the characteristics of a visual arts biennial with an open submission model for artists and curators based in the city, GI is a truly unique event in the European cultural calendar.

Glasgow International has made a commitment to anti-racism, recognising our significant responsibility as an institution and our position to enable artistic and curatorial voices to be heard, to set artistic narratives and to stimulate future art historical record. Going forward we plan to move beyond programming to embed the thinking and practice of anti-racism within GI's operational structures and decision making. The full statement can be read on the [GI website](#).

### **About the Project**

Working across film, sculpture, print, performance and installation, Whittle's work is often made in response to current events and draws on her research into the African diaspora and decolonisation. Her practice builds on ideas of the Caribbean Gothic and Hauntology, embracing storytelling to explore ideas of displacement and kinship against a background of catastrophe.

Born in Bridgetown, Barbados, Alberta Whittle lives and works in Glasgow and is a Research Associate at The University of Johannesburg. Whittle has been based in Scotland since moving here to study at firstly Edinburgh College of Art and later Glasgow School of Art and most recently the

University of Edinburgh, where she is a PhD candidate. This year she was awarded a Turner Bursary, the Frieze Artist Award (presenting the film, co-commissioned by Forma and Frieze) and a Henry Moore Foundation Artist Award. Over the next year Whittle will present work at the Liverpool Biennial, British Art Show 9 and Art Night London.

The 59<sup>th</sup> Biennale di Venezia will take place 23 April – 27 November 2022, and this project will be open to the public for the full duration. The Scottish Pavilion is located at Arsenale Docks, S. Pietro di Castello, 40 30122.

### **About Scotland + Venice**

Scotland + Venice brings new work from Scotland into the highly visible context of La Biennale di Venezia. It positions the country as a distinct, dynamic and diverse centre for creative excellence by commissioning and presenting ambitious, new work in the fields of contemporary art and architecture, generating international dialogue, public engagement and cultural exchange. It is a partnership project managed by Creative Scotland, National Galleries Scotland, British Council Scotland, Architecture and Design Scotland and Scottish Government.

### **About the Role**

This is an exciting opportunity for a committed, creative individual to work closely with the artist and the GI team, as well as the Scotland + Venice Steering group, to develop this high profile project.

The role includes but is not limited to:

#### **Artistic/Exhibition**

- Working closely with the GI Director, the artist and other curatorial team members as appropriate, to establish the scope and scale of the Scotland + Venice project.
- Liaising with any separate producers, fabricators or other contractors associated with artwork or film production commission and supporting the management of the production process where necessary.
- Overseeing the production/fabrication of all elements of the commissioned work and ensuring this is delivered on time and to budget.
- Overseeing the installation and subsequent de-installation of the commissioned work, in liaison with any AV Contractor and/or Senior Technician to ensure this is planned and delivered to the agreed timescale and budget.
- Coordinating travel, accommodation, shipping and courier requirements for site visits, installation, de-installation, events and any other travel where required.

- Working with appointed photographers and videographers to ensure all appropriate elements of the project are documented and that all physical and digital documentation is stored, backed up and archived.
- Work with GI Festival Manager and GI Director to procure services and items needed in the project
- Work with GI Festival Manager and GI Director to draft contracts as appropriate for work undertaken towards the project

#### Venue

- Working with S+V Development Manager to put in place the necessary arrangements to ensure the venue in Venice is fit for purpose, ensuring any storage, office, insurance, health and safety, access and/or technical requirements are addressed.
- Liaising with Venetian contractors to ensure that the project's technical, licensing and other requirements are fully met.

#### Governance and Operations

- Liaising with Funders and Sponsors to ensure they are appropriately acknowledged within printed and online media, working within the Venice Biennale and Scotland + Venice branding guidelines.
- Working with GI Director, Festival Manager and S+V Development Manager, contribute to the fundraising activity surrounding the project
- Contributing to the ongoing development of the UK in Venice presence and profile.
- Maintaining accurate and up to date budget, income and expenditure spreadsheets, with support from Festival Manager
- Managing the ongoing Venice Timeline, working with GI Director, Festival Manager and S+V Steering Group
- Liaising with other members of the Scotland + Venice team/partnership to ensure excellent communication across the project so that all parties are fully informed of the project timeline and ensuring that all agreed milestones/deadlines are met.
- Supporting the end of project handover: drafting an end of project report, collating and providing digital copies of all working documents, spreadsheets, contracts, supplier lists, contact lists, images, schedules and other project management materials at the end of the project.

#### Marketing/Communications and PR

- Liaising with the GI Director, GI Comms Manager and Venice Steering Group to assemble copy and ensure clear communication around the promotion of the artist's work beyond Venice.
- Working with S+V Development Manager, manage arrangements/hospitality for the opening events in Venice, in liaison with, GI Director the PR agency and project partners, including the Artist's galleries, and ensuring the effective delivery of any other scheduled events forming part of the project.
- Working with GI Director and team and S+V Steering Group to develop and manage the Scotland + Venice mailing list to ensure appropriate and effective representation at all Scotland + Venice events, ensuring GDPR compliance.
- Working with the Designer, GI Director and GI Comms Manager to coordinate branding/signage at the exhibition venue and around Venice, including working with local agents to secure the required license applications and permissions.
- Providing support to the appointed Designer and GI Comms Manager in the production, copying, shipping and other logistics related to Scotland + Venice merchandise – bags, t-shirts, invitations and publications as required.

#### Professional Development Programme

- Together with S+V Development Manager, coordinating the management of the Invigilation team, following initial meetings with FE, HE and other partners. This includes invigilation of the work in Venice, liaising with key partners in the programme to ensure invigilators are trained, prepared and supported in their roles.
- Support S+V Development Manager in recruitment of PDP participants

#### Project Values

- Work with the artist, GI Director, S+V Steering Group, and project team to ensure the defined project values are embedded in all areas of planning and delivery

#### Qualifications and Experience

We are looking to appoint a Production Manager who can demonstrate:

- At least 5 years professional cultural project management experience
- Experience of working on large-scale contemporary visual art exhibitions
- Experience of working closely with artists to realise ambitious projects
- Experience of working with multiple stakeholders on project development
- Can work as part of a broader team as well as independently
- Exceptional communication skills
- Strong organisational ability
- Significant experience of managing complex budgets

- Experience of managing staff/production teams
- Experience of managing complex project timelines
- An understanding of the lived experience of BAME (Black, Asian and Minority Ethnic) individuals
- Can demonstrate a commitment to access, equalities and diversity through the development and delivery of previous comparable projects

In addition, the Production Manager should demonstrate the following qualities:

- The ability to work with agility to support changing demands of research
- Experience working with interdisciplinary practices, in particular sculpture and film
- Experience supporting and nurturing collaborative relationships
- Experience responding to live research practices which value improvisation
- Available to offer constructive feedback on work in process and offer practical as well as conceptual advice
- An understanding and interest in de-colonial perspectives

**To register your interest in this role:**

As part of the note of interest, you will be required to complete the following question:

***“Please outline your suitability and experience for this role in no more than 1500 words”.***

Responses should be emailed to [elizabeth.niven@glasgowlife.org.uk](mailto:elizabeth.niven@glasgowlife.org.uk) by 4pm on Wednesday 13<sup>th</sup> January 2021.

The deadline for registering interest is 13<sup>th</sup> January at 4pm.

For an informal conversation about the role prior to the deadline, please contact Diana Stevenson, Festival Manager ([diana.stevenson@glasgowinternational.org](mailto:diana.stevenson@glasgowinternational.org))