

Job Vacancy

Job Title:	Media Arts Programme Coordinator
Reports to:	Head of Media Arts
Annual Salary:	£20,000 (pro rata)
Hours:	Part time post (24 hours per week) until 31 st March 09
Annual Leave:	25 days plus bank holidays (pro rata)
Start Date:	As soon as possible

Lighthouse is seeking an enthusiastic and highly motivated person to support the Head of Media Arts in the delivery of the Media Arts programme.

The Media Arts Programme consists of several strands, including the commissioning programme, which supports the development of new work by artists and artist groups for exhibition at Lighthouse, and our professional development programme, which includes Digiville – a series of events including screenings, performances, workshops and events by well-known and less-established artists. The coordinator will be responsible for supporting and delivering this exciting programme of activity with the Head of Media Arts.

For more information about the post, please look at the job description and person specification, which are available to download from:
<http://www.lighthouse.org.uk/about/gipc.htm> or which can be requested by e-mail from emma@lighthouse.org.uk

If you have any difficulties with these methods please contact Emma Basset on: 01273 647197.

To apply for the job, please send by post and by e-mail:

- a letter of application detailing how your skills and experience match each of the essential requirements listed in the person specification – please ensure you address every requirement in the order given
- a copy of your CV including education, training and employment history, and contact details of two referees
- a completed Equality and Diversity Monitoring Form

Applications should be sent by e-mail to:

emma@lighthouse.org.uk

and by post to:

Emma Basset
Lighthouse
28 Kensington Street
Brighton
BN1 4AJ

Lighthouse celebrates diversity and is committed to providing equality of opportunities. We welcome applications from people from all sections of the community. A copy of our Equality and Diversity Policy can be obtained from our website at http://www.lighthouse.org.uk/forms/eq_diversity_pol.pdf or from emma@lighthouse.org.uk

Please note that because some of our projects involve working with children, all our

members of staff are subject to CRB checks.

E-mail copies and hard copies must arrive by 5pm on Tuesday 27th May 2008.
Candidates shortlisted for interview will be informed on Friday 30th May.
Interviews will be held on Monday 2nd June 2008.

All information is available in large print format.
Contact Emma on 01273 647197 or
emma@lighthouse.org.uk