SERPENTINE



View of the exhibition © Georg Bazelitz 2023. Photo: Hugo Glendinning 2023.

R&D Platform Producer, Arts Technologies
Candidate Pack

ABOUT SERPENTINE



Third World: The Bottom Dimension by Gabriel Massan and Castiel Vitorino Brasileiro, Novíssimo Edgar & LYZZA. © Gabriel Massan & collaborators. Photo: Hugo Glendinning.

Championing new ideas in contemporary art since 1970, Serpentine has presented pioneering exhibitions for half a century from a wide range of emerging practitioners to the most internationally recognised artists of our time.

Set in London's Kensington Gardens, Serpentine presents a year-round programme of exhibitions, education, and live events, across our two sites in park and beyond. Proud to maintain free access for all visitors, Serpentine reaches an exceptionally broad audience and maintains a deep connection with its local community and is building an avid digital following.

Serpentine looks to the future with a programme responding to the urgent issues of today. Key themes are ecology and the climate emergency, equity and inclusion, the impact of digital and new technologies.

With the leadership of Bettina Korek, our Chief Executive, and Hans Ulrich Obrist, our Artistic Director, this is an exciting time to join Serpentine, an internationally renowned gallery. You'll be hands on, happy to pitch in and enjoy working in a dynamic environment where no two days are the same. As a member of the Arts Technologies Team, you'll have the opportunity to work with different teams across the organisation.

JOB DESCRIPTION

Job Title: R&D Platform Producer

Department: Arts Technologies

Main Job Purpose: To lead on the scoping, development, and delivery of R&D focused projects

Reports to: R&D Strategic Lead, Art Technologies

Liaises with: Arts Technologies Team, internal and external colleagues.

Salary: £42,000 per annum, depending on skills and experience

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Main Duties:

- Work closely with the Arts Technologies team to support the delivery of Future Art Ecosystems research and publications, and related events.
- Support multi-stakeholder collaborations emerging from Future Art Ecosystems and Labs.
- Work closely with the R&D Strategic Lead to deliver projects focused on prototyping and testing as well as supporting events; Support will include early scoping of projects with artistic communities, partner organisations, technologists, funders, and other potential collaborators; conducting feasibility studies, landscape mappings, user testing and feedback; procuring project teams, overseeing coordination and production.
- Work closely with the R&D Strategic Lead to deliver the Future Art Ecosystems Community Strategy, including the monthly Arts Technologies Newsletter, quarterly meetups, and community calls, as well as other project-specific community engagements.
- Oversee all project management systems related to R&D focused projects and events.
- Develop and monitor budgets for the delivery of R&D focused projects and events.
- Assist R&D Strategic Lead in drafting contracts for R&D focused projects.
- Ensure that all relevant Serpentine teams and the wider Arts Technologies team are kept up to date with R&D focused projects and events, feeding into team-wide and organisation-wide systems when necessary. Liaise with Serpentine staff and other departments as appropriate, including Communications, Audiences, Exhibitions, Visitor Experience and Executive Offices, ensuring all departments are informed and briefed.
- Plan for accommodation, travel and hospitality for stakeholders, and collaborators.
- Ensure that all Serpentine projects and events adhere to access requirements.
- Schedule internal and external meetings and appointments, prepare agendas and material as appropriate, take minutes during meetings.
- Support the processing of relevant finances including invoices, budgets, and credit card logs.

- Ensure all administration files are kept up to date.
- Manage the post-production of R&D focused events, including access requirements, liaising with artists/stakeholders and the Audiences and Communications team.
- Contribute during events with all aspects of the production, including but not limited to: guest list management, technical assistance, collaborators' liaison and assistance and hospitality.
- Take a proactive role in all aspects of the production of new projects and events.
- Support the production of physical and virtual live-streamed events including Twitch where required.
- Support production across the Arts Technologies team as and when appropriate.

Other Duties:

- Any other activities as necessary for the smooth operation of the team and their strategic objectives.
- Maintain and contribute to a supportive, inclusive, and transparent working culture in the Arts Technologies team and across the organisation.
- Support freelancers and others engaged with the Serpentine.
- Encourage creative thinking in colleagues and find ways to nurture innovative thinking within the institution.
- Represent and advocate for Arts Technologies both internally and externally.

General duties:

- Be a champion for Arts Council England's Inclusivity and Relevance Investment Principle to ensure best practice through a proactive approach to equality, diversity, and inclusion.
- Adhere and actively contribute to all Serpentine policies, including Dignity at Work and Health & Safety.
- Any other activities as are necessary for the operation of the Arts Technologies Team and its strategic objectives.

PERSON SPECIFICATION

Essential

- Interest in organisational development of a mission-oriented approach to art, technology, and society.
- Ability to work collaboratively within a small team and fast-paced working environment.
- Ability to achieve a unified approach between creative vision and technical implementation of new initiatives and services.
- Experience in technical scoping, prototyping, and production of software projects in the field of creative technologies or/and art and culture.
- Ability to work with creative-tech focused teams.
- Familiarity with creative and technical workflows and pipelines that might relate to blockchain, artificial intelligence, virtual production and/or other creative technology spaces.

- Enthusiasm and dedication to research and development in emerging creative technical fields of enquiry and artistic production.
- Excellent communication skills and attention to detail
- Excellent time planning and deadline management.
- Experience working in a creative and agile, cross-disciplinary/-sectoral environment.
- Experience working with various project management and support systems such as Miro, Asana, Trello, Slack, Discord and Git.
- Understanding of issues of confidentiality, professional demeanour, and diplomatic approach.
- Ability to work independently as well as part of a team and work calmly in a high-pressured environment.
- Availability to work flexible hours including evenings and weekends as appropriate.
- Proven capacity for accurate data entry across a variety of outputs; mailing lists, budgets, invoices, websites, and letterheads etc.
- Knowledge and understanding for the historical intersection of art and technology, and close familiarity with the Future Art Ecosystems series as well as the Labs' work.

Desirable

- Knowledge of workflows in collaborative prototyping projects.
- Knowledge of digital community engagement strategies as they intersect with art and/or technology.
- Basic conceptual knowledge of programming languages and frameworks; CSS, HTML, JavaScript, #C, etc.

This job description is a guide to the nature of the work required of the R&D Platform Producer and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.

ADDITIONAL INFORMATION & HOW TO APPLY

Hours:
Our normal office working hours are 10am to 6pm, Monday to Friday, although the jobholder will be expected, within reason, to work such hours outside these periods as are necessary for the proper fulfilment of the role.

We operate a hybrid working model, with employees attending the office 3 days per week with the option to work from home 2 days per week.

Duration of Appointment:
This is a permanent appointment, subject to a 3-month probationary period.

Annual Leave:
The annual leave entitlement is 25 days per annum pro rata rising to 30 days after 5 years' service. In addition, staff receive 8 Bank Holidays per annum.

Pension:
Participation in Serpentine's auto-enrolment pension scheme. You can opt out if you wish.

Other Benefits:
After completion of your probationary period, we offer other benefits including:

- discount on certain products such Limited Editions;
- access to our employee assistance programme;
- season travel ticket loans and a
- Cycle2Work scheme.

How to Apply:
Please apply with your CV and Cover Letter via Serpentine's website here:
https://www.serpentinegalleries.org/about/jobs/

In your Cover Letter, please address:

- How your skills and experiences will bring benefit to the role;
- Examples of how you have applied relevant skills and experience we are looking for in your current or previous work;
- What specifically attracts you to this role and Serpentine.

Closing Date:
The closing date for completed applications is midnight on 15/01/2024.



Serpentine South Gallery. Photograph © Harry Richards @reportography.



Serpentine North Gallery. Photograph © Harry Richards
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