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FACT Liverpool is the UK's leading organisation for the support and exhibition of art and film that explores new media and digital culture. The award-winning FACT centre opened in 2003 in the Ropewalks area of Liverpool, a hub for independent shops, restaurants, bars, nightlife and galleries. The FACT centre houses three art galleries, four cinema screens, a lab for learning and experimentation, a cafe, and a bar. Each year we welcome 250,000 visitors to our building, and collaborate with over 10,000 adults and young people through our Learning Programme, which we deliver in partnership with schools and community organisations across the Liverpool City Region.

## ♥ MISSION

Our mission is to enrich lives and shape the future through Film, Art and Creative Technology.

## VISION

### **A world of possibilities**

FACT is a world-leading centre for art, film and the creative use of technology. From our Liverpool home, we champion new ideas and experiences, nurturing the next generation of voices and visionaries to create a world of possibilities.

## OFFER

### **Transformative experiences at the heart of the city**

The locally-loved centre for contemporary art, film and technology. We are a friendly, social space, working with artists and people to create transformative experiences that spark the imagination and enrich lives.

## PURPOSE

### **Making sense of the world today**

A centre for new stories and visions, providing platforms and opportunities for people to create, listen, interact, and make sense of the world today.



[FACT Highlights: Film, Art and Creative Technology in Liverpool](#)

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## 👍 OUR VALUES

**Friendly** → We are warm and welcoming, a social space for people, conversations and interaction

**Curious** → We encourage people to be curious, to question, experience new things and to find out more about the world around them

**Transformative** → We champion radical visions, diverse voices and are open to new ideas

**Responsive** → We are responsive to others and their communities, recognising our power to create and share positive change

## 🌍 ENVIRONMENTAL SUSTAINABILITY

We are committed to reducing our carbon footprint through;

- ❖ Defining FACT's carbon footprint
- ❖ Measuring and calculating
- ❖ Targeted goals to reduce

## 👤 TEAM

We are a friendly hard-working team of 45 staff from differing backgrounds and experience levels, who share a passion for film, art and technology. As a place where people, art and technology meet, we value all those who are part of and share our story - the staff, the artists, and our visitors. FACT Liverpool is structured into teams who work collectively to deliver memorable experiences for our audiences:

- ❖ Director's Office
- ❖ Programme: Exhibitions, Learning & Studio/Lab
- ❖ Marketing & Communications
- ❖ Development
- ❖ Operations: Visitor Services & Finance



## 🏠 BENEFITS AND PERKS

- ★ Company pension scheme
- ★ Private health, dental & optical cover
- ★ 24/7 telephone employee assistance
- ★ Training and development
- ★ Travel pass discounts
- ★ Wellbeing programme & events

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## 👉 EVERYONE IS WELCOME

FACT cares about diversity in the workplace and sector. We welcome applications from people of all backgrounds and particularly from candidates who have Black, Asian or Global Ethnic Majority heritage, who identify as D/deaf, disabled, LGBTQIA+, and/or who are from lower socio-economic backgrounds. You can read our policy for Equality, Diversity and Inclusion on our website

🔗 [fact.co.uk/edi](https://fact.co.uk/edi)

## ♿️ 🧠 👁️ 🗣️ DISABILITY CONFIDENT

FACT is proud to be a disability confident employer which is a government scheme supporting employers in ensuring disabled people, and those with long term health conditions, are able reach their full potential within their organisation. The scheme will help us to ensure we are doing our very best in increasing our reach when recruiting and giving as many people as possible the opportunity to be a part of our team.

As a Disability Confident Employer, we have committed to:

- ❖ ensure our recruitment process is inclusive and accessible
- ❖ advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people
- ❖ offering an interview to disabled people who declare they have a disability and who meet the minimum criteria for the job
- ❖ anticipating and providing reasonable adjustments as required
- ❖ providing disability awareness equality training in our induction process
- ❖ supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- ❖ guiding staff to information and advice on mental health support
- ❖ providing an environment that is inclusive and accessible for staff, clients and audiences

All candidates will be asked if they wish to declare a disability on the application form for a vacancy at FACT Liverpool. Read more about FACT's Disability Confident Commitments on our website 🔗

[fact.co.uk/disabilityconfident](https://fact.co.uk/disabilityconfident)



FACT is not licensed to sponsor VISAs - you will need to have the Right to Work in the UK at the time of applying.

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## JOB DESCRIPTION

Job Title:	Studio/Lab Producer (Technology)
Department:	Studio/Lab
Line Manager:	Studio/Lab Manager
Hours:	Part-Time - 3 days per week - usually Wed, Thu, Fri with some weekend cover also expected
Salary:	£22,000 per annum pro rata
Contract:	Temporary 12-month fixed term contract, open to extension
Holiday Entitlement:	31 days in a full holiday year (pro rata), including bank holidays to rise to 33 days after two years of service
Pension:	After 12 weeks of continual permanent employment, FACT will auto-enrol you in the Company Pension Scheme
Other Benefits:	Medicash health and wellbeing package, 24/7 employee assistance support helpline, training and development programme, social activities and Cycle to Work scheme
Probation period:	This post is subject to a three-month probationary period
Key application dates:	Submission deadline: <b>4 January 2024</b> Interviews: Week commencing <b>15 January 2024</b>
Interview:	The interview will consist of verbal questions and answers and a short task. Interviews will be held at FACT or virtually via Zoom
How to apply:	<p>FACT Liverpool is an equal opportunities employer and welcomes applications from people of all backgrounds. To apply, please complete the following two forms:</p> <ul style="list-style-type: none"> <li>• <a href="#">application form</a> and upload your CV and Cover Letter (maximum of 2 pages each if in written format).</li> <li>• We accept word/pdf documents, video or audio files</li> <li>• confidential <a href="#">monitoring form</a></li> </ul> <p>Please label the attached files as: Your Name_CV/CoverLetter_Job Title</p> <p>FACT is committed to providing equal access to everyone, so if you require any adjustments or help with the application or interview process, please contact: <a href="mailto:recruitment@fact.co.uk">recruitment@fact.co.uk</a></p>

## What to expect

FACT Liverpool is establishing Studio/Lab, a new digital art production and workspace that will become a hub for a creative community of artists, curators, researchers and participants at FACT. The space will launch a public membership programme in early 2024.

This is an opportunity for an arts-focused technical producer to support FACT Liverpool's new Studio/Lab programme and space. Working with the Studio/Lab Manager and another part-time Producer focused on Artist Development, they will help to support a growing community of artists to explore the possibilities of digital art. Their role will be to create the best possible space for technical experimentation at the heart of FACT - encouraging artists to explore the use of new creative tools and develop their digital practice. The successful candidate will also input into the design and delivery of a skills and practice development programme from a technical perspective.

Within this role, there will be the opportunity to work alongside early career and established artists, curators and researchers, as well as oversee the technical production and delivery of talks, workshops, performances, and networking and social events. This is the perfect chance to understand how technical roles within artist-centred organisations work and to have significant input into the launch and strategic development of a new digitally-focused project.

## Deliverables / areas of work

- Be responsible for Studio/Lab's technology, including its maintenance, making sure we have the necessary equipment to support emerging artists across a diverse range of practices
- Maintain the physical Studio/Lab space, having an overview of room and equipment bookings and use, including general upkeep of the space and preparing equipment for events
- Maintenance of equipment and software licences
- Lead on the technical delivery of Studio/Lab events including performances, talks, presentations and workshops (both online and in-person)
- Work with the Studio/Lab team to design and deliver induction sessions for both staff and new artist members, supporting them to use technology in the Lab
- Support resident artists' use of the space by being available to act as an advisor on their work where appropriate, either in a technical or production capacity, including identifying which freelance skills they might require to realise their work and liaising with them
- Working with external technicians to meet deadlines and support the development of residency artists' work for public presentation in exhibitions or events
- Troubleshoot the technical needs of any members or staff using technical equipment in Studio/Lab

- In collaboration with the Studio/Lab team, deliver community socials, open days, and workshops
- Ensuring risk assessments for all spaces are updated regularly and following Health & Safety, and safeguarding procedures
- Ensure FACT's new 'artist portal' section of the website is updated regularly with the progress of residents and profiles of the Studio/Lab members

*The above should not be regarded as exhaustive or inclusive as there may be other duties associated with the post that FACT Liverpool will require the post holder to perform.*

## WHO WE ARE LOOKING FOR

### About You

You will have excellent technical skills and a willingness to learn. For example, you may have a specific technical skill set but are open to developing this through on-the-job practical training. Some of the areas you will help to support through Studio/Lab include: audio production; digital production (Blender, Maya, Cinema4D, After Effects); film production and installation; work in XR (including virtual and augmented reality) and Web 3.0 projects; and use of creative technology (i.e. Arduino, RaspberryPi, 3D printers) etc. We are also thinking about how immersive technologies might add to FACT's programme, and how to support North West-based artists to experiment with these critically. You can see what equipment we currently have available [here](#).

You should be excited about working with artists: supporting them to develop new work and helping to equip them with the skills necessary to navigate working within digital art. You are a problem solver with a positive approach to working with others to find creative solutions. You have good attention to detail and are passionate about sharing your knowledge with others in a way that they can understand.

Please note, due to the nature of this role (including lots of face-to-face work with our growing artist community) the candidate should be based in the North West.

### Essential skills and experience

- Excellent technical skills (see above for a quick technical overview), as well as a willingness to learn new skills, and train others
- Demonstrable knowledge and technical skill within the field of digital art, or digital culture
- Based in the North West, ideally in or around Liverpool
- Excellent verbal communication skills: able to meet with and train new people, and have in-depth conversations with artists about their work
- A creative, problem-solving approach

- Ability to balance multiple deadlines and priorities
- Ability to organise calendars and booking systems, and communicate workload effectively

**Desirable (not essential) skills and experience**

- Be an active participant in the field of contemporary art
- Previous knowledge of, or experience working with artistic communities
- Ability to document workshops and events (either as film, audio or through written documents)
- Working knowledge of the cultural scene in Liverpool (for example this could be through visual art, music, dance, socially engaged arts, tech or research)
- Any experience in website management or design
- Commitment to inclusion and supporting the diverse and intersectional needs of individuals from a broad range of backgrounds and contexts