

LIGHTHOUSE

Recruitment Pack

Freelance Project Evaluator - Guiding Lights: Inclusion & Accessibility

Fixed Term Freelance Contract

Fee: £2,500 (+ VAT if applicable)

Deadline for Applications: 5pm, Wednesday 18th January 2017

Summary

Guiding Lights is a high-level mentoring programme that supports the professional development of writers, directors, producers and exhibition professionals working in film across fiction and documentary.

For the eighth edition of the scheme, Lighthouse has partnered with Carousel/Oska Bright Film Festival to include two learning disabled participants on the programme, supported by Creative Skillset and Film Hub South East.

Lighthouse is now looking for an expert consultant with experience of working within and around disability arts to undertake a piece of independent evaluation work, measuring the impact of Lighthouse's work with Carousel/Oska Bright Film Festival to make the programme more accessible and inclusive, as well as assessing the quality of experience of the two participants during their time on the scheme.

About Us

Lighthouse is a culture agency that connects new developments in art, technology and society. We produce commissions, exhibitions, events and education schemes that support new contemporary art, digital culture, music and film. Our programmes include: **Guiding Lights**, the UK's leading mentoring scheme for filmmakers and film professionals; **Progress Bar**, a club night for vanguard music and discussion; **Lighthouse Studio**, a residency programme for creatives to test new work and new ideas. We are a co-founder of Brighton Digital Festival and present our work in our Brighton venue as well as internationally, in partnership with leading festivals and institutions.

Lighthouse is part of Arts Council England's National Portfolio of Organisations (NPO).

Contract Overview

This contract has been created to find a consultant with experience of working in and around disability arts in order to evaluate the quality, impact and value of Lighthouse and Carousel/Oska Bright Film Festival's work to make Guiding Lights more accessible. They will also assess the learning outcomes of both organisations, and the quality of experience of the two learning disabled participants during their time on the scheme, their mentors, and other programme participants and contributors.

Purpose of Contract

The assessor will examine how effectively the partners tackled the practical issues and challenges faced in delivering the scheme when working with a mixed ability group, and will produce a report that will:

- capture key aspects of the learning gained through the project, for Lighthouse and Carousel/Oska Bright Film Festival, the mentees, their mentors, and other programme participants;
- assess the extent to which working with a mixed ability group increases or restricts the professional and personal development of those involved with the programme;
- propose a broad set of recommendations to inform comparable projects and initiatives which Lighthouse and Carousel/Oska Bright Film Festival and other organisations may wish to undertake in the future.

We are open to discussing the parameters of the contract, including the contractor's approach to collating data and the evaluative aims and methodologies.

Objectives & Outcomes

Our objectives are to:

- ensure that Guiding Lights is as accessible and inclusive a programme as possible;
- ensure our two learning disabled participants are fully integrated into the group, each working with an industry mentor to support their professional development;
- increase the opportunities for learning disabled filmmakers and exhibitors to have their work seen;
- cause a shift in the public perception of learning disabled artists and practitioners;
- encourage a greater number of initiatives, which bridge the divide between disabled and non-disabled communities;
- encourage and inspire other arts organisations and training providers to become more accessible and to deliver more inclusive training opportunities themselves.

Outcomes:

The learning and practical lessons on how to make training more accessible and inclusive are likely to include:

- the different types of practical, financial and other support that may need to be included;
- how to produce information and practical documents in accessible formats;

- sign-posting to other useful resources;
- greater awareness around the support needs of learning disabled participants;
- greater awareness around appropriate/inappropriate behaviours and sensitivity of language/terminology.

All candidates must demonstrate an appreciation of, and enthusiasm for, the context that Lighthouse operates within, and have a good understanding of the work Lighthouse undertakes (please see our website and Schedule 1 for an overview of our work).

Role of the Evaluator

The consultant will be required to undertake the below tasks:

Understanding Guiding Lights

The contractor will be required to learn about the programme, including its aims, objectives, values and history to establish a clear understanding of the scheme.

Evaluate the impact of the work undertaken by Lighthouse and Carousel/Oska Bright Film Festival

The contractor will be required to produce an evaluation report, which takes account of the objectives and critical success factors defined by the partners, Lighthouse and Carousel/Oska Bright, and the funders, Creative Skillset and Film Hub South East.

The contractor will be required to evaluate Guiding Lights through a range of means, including but not limited to:

- sending questionnaires to the other participants who will be able to submit their feedback anonymously;
- conducting face-to-face interviews with the two Oska Bright participants and their mentors;
- speaking with key team members at Lighthouse and Carousel/Oska Bright, and other stakeholders.

Produce an Evaluation Report

The contractor will need to summarise their evaluation in a comprehensive report, an interim draft of which should be submitted by the end of March 2017, and a final draft by the end of May 2017 (exact dates to be agreed with the contractor).

Hours and Location

This is a freelance contract for services. Working hours will be the contractor's responsibility. The number of hours should be determined based on the time necessary to devise and deliver all of the contract to the highest standard.

Process and Logistics

Timescale

Research and interviews: February – March 2017

Delivery of Interim Evaluation Report: end of March 2017 (exact date to be agreed)

Delivery of Final Evaluation Report: end of May 2017 (exact date to be agreed)

Reporting

The contractor will report to Emily Kyriakides, Senior Producer at Lighthouse.

How to Apply

Interested candidates should send their submission by completing the online application form which can be found here, and on the Lighthouse website:

<https://form.jotformeu.com/63124623699361>

The deadline for submissions is **5pm, Wednesday 18th January 2017.**

There are two stages in the application process:

1. Complete the online **Application Form**
2. Complete the online **Equality Monitoring Form**

Within the **Online Application Form**, you will be required to provide information under the following headings:

1. Personal Information
2. Employment/Freelance Work
3. Education and Training
4. Relevant experience and approach to fulfilling the contract
5. References
6. Availability for interview
7. Availability for work

No late applications will be accepted.

Key Dates

Advertisement of position issued: **Wednesday 21st December 2016**
Applications Deadline: **Wednesday 18th January 2017**
Interviews: **Thursday 26th January 2017**

Contact

Emily Kyriakides, Senior Producer
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Lighthouse
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Schedule 1: About Lighthouse

Lighthouse was founded in 1986. For its first ten years it operated as a small community based film workshop, before diversifying into training and media technology in the mid-1990s. In 2005 it purchased its premises in Kensington Street, and now occupies an important strategic position at the intersection of the arts, media and creative industry sectors. Collaboration and partnership working with all of these sectors is central to the way it works.

Lighthouse is a registered charity and a company limited by guarantee.

The Co-Directors are Juha van 't Zelfde (Artistic Director) and Miriam Randall (Executive Director). The Chairman is Antony Mayfield (CEO Brilliant Noise).

Lighthouse Programmes

Our programme includes a diverse set of activities such as commissions, exhibitions, talks, conferences, screenings, performances, education, and professional development programmes. We work with a range of creative professionals, including artists, designers, filmmakers, musicians and technologists. What unites all of our work is a passionate interest in contemporary culture, new technologies, and how artists can help shape the future.

Guiding Lights

www.lighthouse.org.uk/guiding-lights/about-guiding-lights-scheme

First launched in 2006, Guiding Lights is the UK film industry's leading mentoring programme. Majority funded by **Creative Skillset**, the programme supports upcoming filmmakers and professionals through high-level mentoring, complemented by a range of training and networking activities. During their time on the scheme, each mentee is matched with a leading film industry professional who provides advice and guidance over a nine-month period. Over the years, Guiding Lights mentors have included **Ben Wheatley, Andrew Macdonald, Matt Charman, Danny Boyle, Barbara Broccoli, Hossein Amini, Sam Mendes, Joanna Hogg, Alex Garland, Abi Morgan, Nira Park** and **Kenneth Branagh**. For the eighth edition of the scheme, we are again partnering with **Film Hub South East** – part of the BFI Film Audience Network – to support the participation of one exhibition professional from the South East (Berkshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex). We're also delighted to be working in partnership again with **Bord Scannán na hÉireann/the Irish Film Board** through **Screen Training Ireland**, to support the participation of one Irish female director, and one Irish female writer.

Exhibitions and Commissions

<http://www.lighthouse.org.uk/programme/#filter=.exhibitions>

In the past four years, we have presented or co-produced commissions and exhibitions by numerous award winning contemporary artists, as well as rising stars in world of progressive contemporary art practice and digital culture. Artists include **Roger Hiorns, Holly Herndon, David Blandy, Hito Steyerl, Martha Rosler, Metahaven, James Bridle, Mariele Neudecker, Semiconductor, Iain Forsyth** and **Jane Pollard**, and **Trevor Paglen**.

Brighton Digital Festival

<http://www.lighthouse.org.uk/programme/brighton-digital-festival-2015>

Lighthouse is a co-founder of Brighton Digital Festival, a month long celebration of digital culture

and the fastest growing digital festival in the UK. In 2015 our programme festival programme included *The Long Progress Bar*, a two-day festival of radical imagination mixing talks, screenings, workshops and live music performances. Special guests included **Holly Herndon, Lars TCF Holdhus, Mat Dryhurst, Guy Standing, Warren Ellis** and many more.

BFI Shorts

<http://www.lighthouse.org.uk/bfi-shorts-2012/about-bfi-shorts-2012>

Lighthouse managed the BAFTA and Cannes award-winning *BFI Shorts*, the BFI's high-level short film production scheme. This exciting initiative supported 17 live-action fiction shorts, with budgets of up to £50,000 each. The quality of this work has been recognized with a growing list of accolades, including BAFTA and BIFA nominations, European Film Academy and IFTA nominations, and a number of leading industry awards including the Canal+ Award at Cannes Film Festival and a Welsh BAFTA.

The Sprawl

<http://www.lighthouse.org.uk/programme/the-space-commission-the-sprawl>

In 2015 Lighthouse commissioned an innovative episodic internet documentary by acclaimed design studio **Metahaven**, for *The Space*, the platform for new digital art set up by the BBC and Arts Council England.

Lighthouse Studio

<http://www.lighthouse.org.uk/studio>

Lighthouse studio is our onsite incubator for creative residents. At the studio's core is interdisciplinary practice, and collaboration between residents, partners and the wider Lighthouse community. The studio supports an emerging breed of practitioner working at the intersection of digital art, design, technology, science, film and the wider creative industries. Residents feature in our wider programme, through associated events, such as pop-up exhibitions, hack days, screenings and regular 'show and tell' sessions.

Education and Professional Development

<http://www.lighthouse.org.uk/programme/#filter=.education>

A key part of our work is education and professional development and empowering the digital artists and critical engineers of tomorrow. In recent years we have worked with two Academy schools in the Brighton area on a long-form project with young people called **Art at Work**, which explores the creative thinking which is so critical to working effectively with technology.

Lighthouse also runs a Masters degree - the **MA in Digital Media Arts** - in partnership with the University of Brighton.

Lighthouse Venue

<http://www.lighthouse.org.uk/venue/hire>

As well as housing our own exhibitions, talks and screenings, our venue is also available for private hire. We have six tenants within our office suites, all of whom work within the creative industries: **Creative England**, the leading body for UK film development, **Artswork**, youth arts development agency, **Storythings**, digital agency, **Culture24**, cultural digital publishers, who work across the arts, heritage, education and tourism sectors, **Liquid Light**, an award winning web design agency and **South East Dance**, a national dance development organisation.

Governance

Lighthouse is guided by a Board of Trustee Directors, a voluntary body that has legal responsibility

for the overall governance and management of Lighthouse. The Board brings a wide range of skills and knowledge to the organisation. The Chair of the Board is Antony Mayfield who was appointed in February 2015. The other Trustees are: Paula Le Dieu, Ken Smith, Martin Trickey, Matt Adams, Antony Gostyn, Antonia Blocker, Helen Kennedy, Sarah McKenzie, Rifa Thorpe-Tracey and Tony Pilgrim. The Directors of Lighthouse report to the Trustees at Board Meetings, once every two months.

Lighthouse currently has a staff of 9 employees:

Position	Post Holder
Executive Director	Miriam Randall
Artistic Director	Juha van 't Zelfde
Senior Producer	Emily Kyriakides
Creative Producer	Andrew Sleigh
Project Manager, Film & Moving Image	Alex Thiele
General Manager	Emma Wickham
Communications Manager	Aleida Strowger
Operations Assistant	Keziah Furini
Project Administrator	David Richards

We also bring in contract and freelance staff on a project-by-project basis.