



July 2021

## **JOB DESCRIPTION - Administrative and Operational Assistant, Invisible Flock**

### **Introduction:-**

This is an exciting new role and invitation to join Invisible Flock's core team.

The role will work with Invisible Flock's Creative Director to support them in an administrative and operational capacity.

We particularly encourage applications from people with backgrounds that are currently under-represented or under-supported within the arts sector and Invisible Flock.

### **Purpose of the role:-**

Many thanks for your interest in the role of Administrative and Operational Assistant with Invisible Flock.

Invisible Flock is an interactive arts studio.

Over the next two years we are leading a large research project in London in addition to running our studio at the Yorkshire Sculpture Park. The Land Body Ecologies Research Group, initiated by Invisible Flock, will be leading a two-year research project that brings together a team of human rights activists, mental health researchers, scientists, and artists to research the phenomenon of [solastalgia](#).



The Administrative and Operational Assistant is a new and integral role with Invisible Flock that will support the Creative Director and the team in the development, set up and running of this new and complex project. It will involve working with a large group of international collaborators from multiple disciplines and this role will help support successful communication and smooth running of the project.

This document aims to outline information on the opportunity but if you have any questions do get in touch with Invisible Flock via [jobs@invisibleflock.com](mailto:jobs@invisibleflock.com) before the deadline on 16 August 2021.

We look forward to receiving your application.

## **KEY INFORMATION**

### **Job title: -**

Administrative and Operational Assistant

### **Location: -**

Split between in person at our studio in Euston, London and remote working.

There will also be some travel to our studio at Yorkshire Sculpture Park where travel expenses will be covered separately.

### **Contract type and duration: -**

Freelance, 3 core days per week, on a day rate of £95.

The structure of these days and how they're spread across each week can be flexible to suit both the needs of the applicant and Invisible Flock where appropriate.

Access costs to be covered if required.



The role is a 2 year contract with the potential to renew. There will be a 3 months initial probationary period.

**Start date: -**

September 2021

**Timeline:-**

Deadline for applications: 12 noon on 16 August 2021

Online interview: 20 August 2021

**Core responsibilities: -**

May include but are not limited to:

- Supporting general administration for the core team and Creative Director adding capacity in areas such as;
  - Managing the project calendar and diary coordination for the Creative Director and core team
  - Attending weekly team meetings and taking minutes
  - Support the management and record keeping of production expenses
  
- Providing operational support for the core team and Creative Director adding capacity in areas such as;
  - Booking travel and accommodation, managing visa requirements etc
  - Project research duties
  - Support scheduling and administration of production activity
  
- Support and develop methodologies for clear and effective communication across multiple collaborators and international partners
- Supporting marketing, social media and PR outputs where appropriate
- Supporting stakeholder relationships and ensuring excellent communication with all involved



Due to the nature of both the project in its entirety and the role itself, this list is not exhaustive and the tasks/responsibilities may evolve as we collectively progress.

### **Desirable skills and experience:-**

- Prior administrative and operational experience of supporting projects with multiple partners, ideally within an arts or research context
- Precise, attention to detail and highly-organized
- Open-minded, attentive to detail and highly-organised
- Digital literacy (slack, miro, microsoft, google docs and adobe platforms for example)
- Excellent written and oral communication skills
- Able to conduct flexible working days/hours according to projects, deadlines etc.
- A proven ability to self-learn or acquire new skills\*
- Proactive in seeking opportunities to add value and capacity to the team and projects
- A collaborative and inclusive approach to working as part of a team
- Passion, enthusiasm and interest for this field of work, including but not limited to land rights, ecology, environmentalism and intersectionality
- An understanding or appreciation of working with marginalised communities in the UK or globally
- Commitment to equitable relationships and values

*\*Please also note that a university education is not a requirement for this role*

### **APPLICATION PROCESS**

Invisible Flock are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnic or national origin, gender, sexual orientation or any disability.

If you have any specific access needs in terms of this proposal process please let us know and we will be happy to accommodate.

We welcome applications via written application or video - methods detailed below.



The role is offered as a part time freelance position, but we can support the process of registering as self employed if required.

We welcome all questions and enquiries in building your application to assist this process, especially those with less experience in traditional and/or formal applications. Get in touch with Invisible Flock via [jobs@invisibleflock.com](mailto:jobs@invisibleflock.com) before the deadline on 16 August 2021 if you have any queries.

**Written application guidance:-**

Please submit a CV and a covering letter to [jobs@invisibleflock.com](mailto:jobs@invisibleflock.com)

With reference to the core responsibilities and desirable skills and experience please tell us;

1. What makes you a good fit for the role
2. What would you bring to the project

Please also complete this equal opportunities form; <https://forms.gle/QgDr34eQBkCBq4826>

OR

**Video application guidance:-**

Please send us a video no longer than 5 minutes that answers the above questions.

Please note, videos are not expected to be professionally edited or cut but you should ensure it is shot in a well-lit location and any sound is clear and audible.

Please also complete this equal opportunities form; <https://forms.gle/QgDr34eQBkCBq4826>



## **Interviews:-**

If selected for an interview it will take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

## **FURTHER READING**

### **About Invisible Flock:-**

Invisible Flock are an award-winning interactive arts studio based at the Yorkshire Sculpture Park operating at the intersection of art and technology.

We are artist led.

Our studio is a sustainable laboratory space hosting us, our collaborators and a rolling residency programme. We create highly sensory installations and environments asking us to renegotiate our emotional relationship to the natural world.

Our aim is to open up critically important ways of thinking about how we live, how we connect and share to live better together in a global society. To achieve this we believe that art must be made alongside a broad range of different people. We strive to work with those people living at the forefront of our world's greatest issues, people living in ways we do not understand or cannot imagine.

Our work explores the environmental crisis in all its forms, from ecosystem decline, biodiversity loss, climate change and psychoterratic grief. We dedicate our time to exploring this most important issue of our time and how art practices can offer new perspectives and understandings of these issues and engage with those often excluded from these conversations. We infiltrate many sectors aiming to have a creative impact on ecology, politics, health and society and to expose wherever possible that everything is fluid and can be rebuilt and reconfigured to be better.

The medium of technology has always been the best way for us to articulate new questions and generate alternative understandings of complex systems. As we find ourselves in a reality where



digital is present in everything, we believe challenging, manipulating and playing with this reality allows us the agency to look at the world we live in from different perspectives.

Over the last twelve years we have created GPS powered AR art games, transformed discarded beach plastic into 3D printed artworks, co-designed work with individuals living with dementia, created large ambisonic public sound installations as well as pioneering digital/physical installations that exist out at sea.

Current and recent projects include Aurora (2018) a multi sensory installation about climate change that re-flooded a disused reservoir in Liverpool; Inaudible (2019 - ) exploring human elephant conflict and its effects on fragile populations and ecosystems; The Sleeping Tree (2020 - ), a long form, immersive, sound and light experience connecting audiences with the distant ecosystems in collaboration with LEAP (Landscape Ecology and Primatology, Bournemouth University), SOCP (Sumatran Orangutan Conservation Programme) and FKL (Leuser Conservation Forum), commissioned by Brighton Festival and also realised as a publication; Out From the Flood (2020 - ), a collaboration with Subzero that will result in the creation of an online generative data visualisation exploring the environmental data being measured at the Oulanka Research Station in northern Finland live as it unfolds over this unusual time; Faint Signals (2020 - ) an online experience generating an imagined British woodland, populated with sounds of nature from the British Library's archive and Iara (2021 - ) created in collaboration with scientists Jochen Schongart and Ricardo Perdiz this online work seeks to understand the life cycle of the Macacarecuia (*Eschweilera tenuifolia* (O.Berg) Miers), one of the oldest trees in the Amazon, approximately 1200 years old.

[www.invisibleflock.com](http://www.invisibleflock.com)



## About Land Body Ecologies:-

LBE are a global interdisciplinary network working to understand and engage with the lived experiences of land trauma among marginalised communities. Our research is rooted within communities at the forefront of today's environmental and land rights issues. Through long form collaboration, we seek to understand the traumas endured when the land suffers, exploring the deep interconnections of mental and ecosystem health.

[www.landbodyecologies.com](http://www.landbodyecologies.com)



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