

**BBC Liaison Assistant
Communications Department
Fixed term contract, up to 3 days per week, 14 April – November 2014
£7.70 per hour**

The Royal Academy of Arts occupies a unique position in being an independent, privately funded institution led by eminent artists and architects. Its purpose is to promote the creation, enjoyment and appreciation of the visual arts through exhibitions, education and debate.

A fantastic opportunity has arisen for a supremely well-organised and experienced production coordinator to liaise between the BBC and the Royal Academy to ensure the successful production of the following film projects:

- **BBC Arts At the Royal Academy's Summer Exhibition 2014**
The Summer Exhibition has been held every year without interruption since 1769 and continues to play a significant part in raising funds to finance the students. This year the RA is partnering up with the BBC to produce a 1 hour documentary for BBC 2 and online content for the BBC Website. Filming is scheduled from April – June.
- **The BBC One Show Summer Art Competition at the RA**
As part of the RA's partnership with the BBC the One Show Art Competition 2014 will culminate with an exhibition of the finalists' artwork at the Royal Academy. The One Show will cover the competition from its launch in April through to the announcement of the winner in July. Filming is scheduled from April – July.
- **BBC documentary series - The Royal Academy**
The independent film company Lone Star are producing a 3 part documentary series about the RA to broadcast in 2015. Filming is scheduled to take place from May – November 2014.

You must have previous experience of working with live production, and possess excellent logistical skills along with first class interpersonal skills. Friendly, confident and assertive, you will be required to liaise and coordinate meetings, prepare documentation, provide progress reports, supervise film crews according to strict guidelines and H&S requirements, liaise with various internal departments and provide administrative support to the Press team.

If you would like to be considered for this opportunity, please complete the application form found in the 'How to apply' section of our website www.royalacademy.org.uk/careers-at-the-ra and send to recruitment@royalacademy.org.uk

**Closing date 31 March 2014
Interviews will be held w/c 7 April 2014**

Candidates must be free to start work 14 April and must be flexible to work varied days of the week.

JOB DESCRIPTION

JOB TITLE: Temporary BBC Liaison Assistant
DEPARTMENT: Communications Department
REPORTS TO: Head of Press and Head of Summer Exhibition

This is a fixed term position linked to the television filming to take place between mid-April and November 2014

MAIN OBJECTIVE

To liaise and co-ordinate meetings, access and other activities associated with:

- The production of the BBC Arts At documentary and online content for the Summer Exhibition 2014
- The production of the BBC One Show Summer Art competition at the RA
- The Lone Star production of a 3 part documentary series about the RA for the BBC

MAIN DUTIES

1. Establish contacts, records and other documentation associated with the BBC / Lone Star film project; answer queries, take messages, reports to and informs both the Head of Press (HP) and Head of Summer Exhibition (HSE), as appropriate.
2. Co-ordinate the planning, delivery and administration of BBC/ Lone Star meetings. Duties include: organise meeting dates, room bookings, confirm arrangements, prepare agendas, take minutes and maintain follow-up and interim communications.
3. Meet with HP and HSE to provide regular updates and progress reports.
4. Supervise film crews and BBC / Lone Star personnel when on RA premises including the front courtyard, as required, as well as any off site visits to artists' studios.
5. Supervise general access and health and safety issues, taking account of agreed guidelines, issues concerning public access, use of galleries, front hall, staircase and all other parts of Burlington House and Burlington Gardens as agreed.
6. Liaise with other RA departments and managers regarding access, resolve issues raised by them and/or BBC/ Lone Star personnel.
7. Provide additional support and cover in the Press Office, as required.
8. Undertake any other duty which may reasonably be allocated by the HP or HSE or other senior officer.

PERSON SPECIFICATION

SKILLS

- Excellent interpersonal and communication skills – ability to work with a number of internal and external stakeholders, including artists.
- Exceptional organisational and logistical skills, as well as a methodical approach to work, to ensure accurate information is maintained and communicated to relevant RA departments and film crews.
- Time Management – ability to deal with high volume of work, to multi task, to work at pace and be comfortable with unpredictable demands – e.g. filming deadlines.

EXPERIENCE

- Experience with working with film crews
- Some experience working in the arts or with artists
- Experience of short term tasks/projects

PERSONAL QUALITIES

- Professional, friendly and helpful manner in person or over the telephone
- Ability to develop strong working relationships with other departments in particular the Summer Exhibitions team, Art Handlers, Operations and Security.
- Confident, enthusiastic, energetic and self-motivated personality – ability to use initiative and willingness to work as part of small team
- Flexible approach to work, occasionally working long hours and early mornings
- Keen interest and enthusiasm for the visual arts.
- Hard work ethic, willingness to go the extra mile and take pride in output