

RECRUITMENT PACK



Manchester
International
Festival

MIF & THE FACTORY HISTORY

Manchester is a place of invention. When a new arts Festival was imagined for the 'original modern city', this commitment to invention was at the heart of the vision. Manchester International Festival, launching in 2007, became the first large-scale international arts festival to focus exclusively on commissioning and premiering ambitious new international work. The Festival quickly became a leading event in the global arts calendar, and a central part of the city's cultural life.

In 2015, the opportunity arose for Manchester to propose a new cultural initiative to the UK government, and the idea of a permanent, year-round home for the Festival was born: The Factory. Inspired by the success of the Festival, The Factory would be designed for making and showing the ambitious, multi-artform, innovative and popular work that the Festival specialised in, and providing space and time for the world's leading artists to explore and invent, in a city that has invented so much.

In 2020, in a much-changed world, the potential of The Factory feels stronger than ever. Over the past three years, the Festival has developed its digital presence, deepened its connections with Manchester's communities, expanded its international partnerships and advanced its commercial ambition. Moving forward as The Factory, the organisation is focused on a bold new vision: to invent the future through art, music and the nurturing of talent.

While the Festival remains right at the heart of the organisation's activity, in recent years, a transition has also been underway: building a staff team who will be able to run a year-round operation, setting up systems for that new organisation, consulting on the build itself, spreading the word to communities, audiences and partners, and commissioning the artists who will create work for the new space.



THE FACTORY: INVENTING TOMORROW TOGETHER

‘The Factory provides space for great artists from across the world to do extraordinary things: things they always dreamed of doing, things they might not be able to do anywhere else.’

The Factory’s impact on Manchester will be:

- To grow the international reputation of Manchester as a creative city
- To create employment in the region within the creative industries
- To enliven the life and the economy of the city by encouraging artists to live here and encouraging visitors to see Manchester as an exciting cultural destination
- To enhance quality of life in the city by providing wide-ranging access to creative opportunities



EQUALITY AND REPRESENTATION

Manchester International Festival is grounded in our city and engages with the world. We aim to reflect the great diversity of Manchester, and our planet, in all aspects of our work – artists, audiences, staff, participants, board members, and partner companies. We invite and welcome input on how we can do this effectively from the many individuals and communities with whom we aim to work in ever more exciting ways.

John McGrath

Artistic Director and Chief Executive,
Manchester International Festival



As of March 2021 we had 67 permanent staff – of which 28% are from Black, Asian and ethnically diverse backgrounds, 20% declared themselves as having a disability and 25% identified as LGBTQI+.

We are continually reviewing recruitment processes and our internal support for all employees as part of our ongoing commitment to diversifying the workforce in the creative industries. MIF has a detailed Equalities Action Plan, which includes an Equalities Working Group, reporting to Executive and Board, and sub-groups with specific communities, including Race Representation Group, Pride (LGBTQI+) Group, Disability Access Group, and Socio-Economic/Class Group.



OUR VALUES

EXTRAORDINARY We step out of the everyday.

OPEN We are generous and welcoming to everyone.

DETERMINED We are brave, at times, willful. We will always do things differently.

INVENTIVE We explore new ways of working; thinking and creating – we embrace the new and the different.

INTERNATIONAL We share ideas, projects, skills and training with our peers world-wide, bringing together extraordinary teams of artists from all over the world.



MIF provides space for great artists from around the world to do extraordinary things: things they've always dreamed of doing, things they might not be able to do anywhere else.

We share our ideas with our international partners and collaborators to generate new thinking and debate. We believe in cultural democracy - that everyone has the right to help shape our culture.

We live by our values – open, determined, inventive, extraordinary and international. Central to our mission, vision and values is that our artists, audiences, participants and staff represent the diversity of our global city.

Head of Public Events and Programming

Reports to	Creative Director
Working closely with	Artistic Director/CEO, Director of Audiences, Digital Director, Creative Engagement, Producing and Curatorial Teams
Responsible for	Relevant events roles including employees, consultants, trainees
Salary	£45-50,000 per annum (pro rata)
Contract	Permanent
Location	Manchester, with remote working where required
Hours	35 hours per week
Closing Date	16 August 2021

CONTEXT

MIF invites great artists from across the globe to create extraordinary new work for the Festival, which is staged every two years at venues and found spaces across Manchester. Our future home is The Factory, a world-class cultural space being built in the heart of the city, where we'll present a year-round programme and artists will be able to develop work of huge ambition and scale that they might not be able to anywhere else.

We want to bring together a talented team of people, reaching out into every corner of Manchester and harnessing the talent and energy that is found across the city and beyond.

At MIF various pastoral support routes are in place including flexible working and remote working options for all, additional support for those with caring responsibilities, and access to external professional support services with a focus on wellbeing. Flexible working, including part time and job-share options will be considered for all suitable roles.

JOB SUMMARY

When The Factory opens in 2023 we will produce and present a year-round programme of new work commissions, touring productions, live music, creative engagement and skills and training. Into this mix we're adding in important new area of activity - Public Events – created for The Factory's public and digital spaces. Reaching 150,000 people annually and taking place throughout the year in the foyers, public squares and online they will include talks, classes and workshops, tours, screenings, Factory Lates, open-days, pop-up exhibitions and music programmes, fairs and markets.

Our Public Events must excite and engage people well beyond established arts audiences, reaching a new, more diverse public that reflects the diversity of Manchester. The Head of Public Events and Programmes will take a lead on a programme that should speak to the ideas of today, be relevant to diverse communities and engage the public in new and inventive ways.

RESPONSIBILITIES

Policy

- Contribute as a key member of the Curatorial Team to The Factory's ambitions, in particular by developing a focused and structured programme of physical and digital events and activities across The Factory's public and on-line spaces
- Contribute to the development of The Factory's policies, strategies, business and operational plans

Programming

- Working with curatorial colleagues and organisations in Manchester and beyond you will devise an inventive and audience-focused public programme that:
 - excites and engages diverse audiences and communities
 - amplifies The Factory's artistic programme
 - provides a platform for artists
 - provide opportunities for public agency and creation
 - foregrounds important new thinking and tendencies
- Negotiating partnerships and contractual conditions including fees and costs
- Working with the Producing Team who will deliver Public Events at The Factory you will help ensure they are on time, on budget, meet the highest standards of access, inclusion and sustainability

Audiences

- Working closely with both the Audience and Creative Engagement teams to develop events that support The Factory's audience development ambitions and community engagement strategies
- Overseeing audience insight and data across public programmes and drawing on this insight to inform programming ideas
- Working with our Access and Sustainability teams to ensure that the programme promotes the highest standards of access, inclusion and sustainability

Operational

- Management of public events and programming budget and resources, identifying scope and opportunities for additional fundraising
- Achieve financial/income targets for the Public Events and programming, ensuring its ongoing sustainability
- Working with the Development team to cultivate and develop relationships with existing and potential funders (local authorities, statutory bodies, trusts and foundations, individuals and corporations) with the aim of retaining and finding new funding and programme partnerships
- In partnership with the Commercial Team developing a strategy to support us to maximise revenue opportunities
- Ensure the continuing monitoring and evaluation of Public Events
- Understand the importance of Equality & Diversity in the delivery of the programme and within the organisation
- Promote the highest level of customer service at all times

General

- Actively engaging with the organisation's vision and policies regarding equality, representation and inclusion, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Training and talent development is central to the way that MIF and The Factory work. All job roles are expected to contribute to our training and development activity, contributing time to supporting our training programmes on site and occasionally off site
- To work closely with the Executive and Senior Management Team to aid the development of the overall vision, direction and tone for The Factory and MIF

PERSON SPECIFICATION

ESSENTIAL

- Knowledge of enthusiasm for the ideas and trends that shape society and culture
- A confident collaborator with a track record and passion for engaging and exciting the public and open, playful and pioneering when developing ideas
- Excellent communication skills - the ability to talk persuasively and a talent for writing, naming and describing projects and initiatives
- Excellent management skills, both people and project management, and a track record of leading programmes and/or events with imagination and flair
- Experience of planning, budget management and achieving financial targets
- Commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds

DESIRABLE

- Commercial awareness and experience of developing commercial partnerships
- Experience, interest and understanding of the opportunities of digital technology in the design and distribution of events
- Enthusiasm for training, mentoring and support of emerging talent

FUTURE FLEXIBILITY

MIF is currently undergoing a significant period of organisational change as we grow and develop to operate The Factory. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job description, titles, roles and departmental structures

TERMS AND CONDITIONS

FLEXIBILITY

MIF has a wide range of projects happening at differing times, with many of our roles requiring some capacity to work outside of usual office hours. This is taken into consideration when designing job descriptions and setting salaries.

We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.

Probation: There will be a six-month probationary period for this position, during which your notice period will be one month. The notice period will increase to three months once the probationary period is complete

STAFF BENEFITS

- Annual leave entitlement is 25 days a year plus public holidays (pro rata dependent on hours of work)
- Pension: Auto enrollment begins three months after start date and payments are matched for the first 5% of employee's contribution
- MIF offers a travel loan scheme and cycle to work scheme via salary sacrifice
- All MIF employees have access to an Employee Assistance programme operated by [Health Assured](#)
- MIF are committed to supporting employees with their personal development, regularly offering organisation-wide training such as Carbon Literacy, BSL or Mental Health First Aid, along with department specific and individual training opportunities
- MIF have a Staff Development Fund - £200pa accessible to each employee who has been with us for 12 months or longer - for tickets, events, training, or development opportunities

GUIDANCE FOR APPLICANTS

MIF is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

MIF is an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications individuals from backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and from the Deaf and disabled people, as well as individuals from lower socio-economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

As part of MIF's commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a job vacancy will be interviewed, please refer below on clarification when this may not be possible. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people.

If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please inform the MIF office using the contact details below:

Email: recruitment@mif.co.uk

During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.