

PRODUCER

Thank you for your interest in the post of **Producer** at the Manchester International Festival. Please find further information regarding this post below.

The closing date for applications is **01 December 2017, 9am**

All short-listed candidates will be contacted by phone or email. Please note – as we receive so many applications we regret that we are unable to reply to each one individually. If you have not been contacted by 20 Dec please assume that your application has not been successful.

To apply for this role, please complete the application form outlining your suitability for this (plus suitable references) FAO David Fox to recruitment@mif.co.uk – marking **PROD17** in the subject field

Thank you for your interest in the Manchester International Festival. We look forward to receiving your application.

Yours sincerely

David Fox
Head of Administration

About MIF

Manchester International Festival (MIF) is the world's first festival of original, new work and special events, staged every two years in Manchester, UK. MIF launched in 2007 as an artist-led festival presenting new works from across the spectrum of performing arts, visual arts and popular culture.

MIF has commissioned, produced and presented world premieres by artists including **Björk, Steve McQueen, Robert Wilson, Sharmeen Obaid Chinoy, Jeremy Deller, Wayne McGregor, Maxine Peake, Boris Charmatz, The xx, Zaha Hadid Architects, Thomas Ostermeier, Damon Albarn, Punchdrunk, Elbow** and **Marina Abramović**.

MIF works closely with venues, festivals and other cultural organisations around the world, whose financial and creative input helps to make many of these projects possible and ensures that work made at MIF goes on to be seen around the world. The Festival also works widely within Manchester with a new initiative called My Festival – a community of creative people from all backgrounds, ages and corners of the city who are forging closer connections with MIF.

MIF's Artistic Director and CEO is John McGrath, previously the Founding Artistic Director of National Theatre Wales. Earlier this year, MIF was confirmed as the operator of Factory, a new £110 million cultural centre in Manchester due to open in 2020.

The Factory will be a new kind of large-scale multi-arts venue in the heart of Manchester. Designed by world renowned architecture practice OMA and with an ambitious vision inspired by MIF, Factory will be capable of making and presenting the widest range of art forms under one roof spanning 13,500 square metres of floor space.

The Factory will commission, produce and present innovative contemporary work throughout the year, serving as a genuine cultural counterweight to London. The building's component areas, a 5,000-capacity warehouse and a versatile theatre space with a capacity of between 1,500 to 2,000 can be arranged into a variety of different configurations, creating spaces suitable for a diverse array of performances, displays and making. The Factory will also offer significant opportunities for learning, training and participation, playing a leading role in developing future generations of technicians, producers and creatives.

Producer

JOB DESCRIPTION

Job Title: Producer
Reporting to: Executive Producer
Responsible for: Temporary project and production staff, Volunteers

Main Purpose of the Post

The Producer develops and delivers high quality new commissions/productions and events for the Manchester International Festival and/or tours those productions to co-commissioner venues or other presenters, ensuring that the commissions and events assigned to him/her are delivered to the highest quality and to realistic and agreed timeframes and budgets. The Producer may also be asked to develop projects for The Factory. The Producer may be assigned a number of projects, which he/she will develop within the festival framework with the Executive Producer and wider MIF team.

Responsibilities

Project Development & Management

The majority of the Producer's work will be to work with the Executive Producer on each of his/her assigned commissions or projects, taking lead responsibility for each production.

This will involve:

- Developing relationships with and working with artists/creative teams to develop commissions and projects, including working with them to recruit artistic collaborators, to R&D ideas and to develop schedules and manage the logistics of the project, working with the Festival's Technical Director or Production Manager;
- Working with the Executive Producer, Artistic Director, Technical Director and other members of the Festival team as required to feed into the development of commissions/projects;
- Negotiating artist/creative team fees and contracts;
- Working with the Production Co-ordinator(s) to draft and issue contracts with reference to the Festival's contracting system and templates;
- Working closely with the Festival's Technical, Finance & Administration and Communication teams to provide them with requisite information as the project(s) develop. This will involve working with the Production Co-Ordinator(s) to ensure that information is shared on event management systems (including Artifax) created to work across the Festival team and ensuring that information is continuously kept up to date on these systems;
- Providing regular updates to the Artistic Director/ Executive Producer on the progress of Festival commissions for which the Producer is responsible.
- Working closely with partner organisations as required, and ensuring the smooth flow of information between them and MIF.
- Managing information about the project and sharing this between the MIF teams and artists, in particular:
 - liaising with the marketing and press teams around campaign plans, and the creation of copy, images and press releases;
 - liaising with the digital team around digital support for the project alongside filming and access, the creation of trailers or live streams or other content;
 - liaising with the participation team around participation in any commission/project and working with them and the artist to develop a strategy and staffing structure to support participants on that project;
 - liaising with the box office team on set up of all ticketing requirements for commissions including monitoring of artist/guest tickets etc;

- To contribute to the company's fundraising operation, by drawing up outline project proposals for events and commissions for which the Producer is responsible

Financial Management

- To develop commission/project budgets in consultation with the Executive Producer using the MIF budget template and systems;
- To manage commission and project budgets, including developing forecasts and resolving any variations. To ensure that budgets are always up to date, using the MIF systems and supported by the Production Co-ordinators and MIF finance team;
- To work within the Festival's agreed finance and accountancy procedures. This will include the speedy and accurate signing off and coding of order forms, invoices and expenses claims, as well as regular updating of budget projections and cashflows, together with the provision of other financial information as required.

Co-productions and Co-commissions

A number of Festival projects will be co-commissioned and/or co-produced with local, national and international partners. The Producer will be expected to:

- In conjunction with the Executive Producer, build relationships with, and conduct and resolve negotiations with, any Co-commissioners/Co-producers of their project/commission
- Draw up summary proposals, budgets, schedules or other relevant information when requested;
- Feed into the contractual process, working closely with the Executive Producer and Production Co-ordinator to draft co-commission and co-production contracts
- Maintain good working relationships with any Co-commissioners/Co-producers of their project/commission, making sure that information is passed on to Co-commissioners/Co-producers as required, and also fed back into the project teams
- Hosting any Co-commissioners/Co-producers during the festival as required, including pre-planning (with the Production Manager) for any future performances at Co-commissioner(s) venues.

Talent Development

- To host placement students or other placements on projects and facilitate access to artists and commissions, working closely with the Creative Learning team

Monitoring, Evaluation and Reporting

- To ensure that all commissions and projects for which the Producer is responsible are properly evaluated and that the necessary information is available for monitoring and evaluation

General & Administration

- To work with the Artist Liaison team or Production Co-ordinators around booking any required travel and accommodation for artists/creative or project teams in a timely manner. Working with them to source appropriate options within the budget available and ensuring that the Artist Liaison team or Production Co-ordinators have all the information they need to make bookings.
- Working with the Technical team to identify the appropriate technical, production and artist liaison teams required for each project;
- To manage any volunteers or temporary staff that may be required
- Liaising with MIF's Development team around special events or access to artists/commissions;
- Liaising with MIF's Guest Liaison teams around guests invited to the festival;
- Attending producers meetings, team meetings and other meetings as required,

- Abiding by Festival policies on equal opportunities, volunteering, Health & Safety, evaluation & 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.
- MIF is undergoing change as we grow and develop to operate The Factory. Any new appointees will have a flexible approach to the organisational change process underway reviewing structure and roles for the long term.
- Any other duties that are commensurate with the post

PERSON SPECIFICATION

Essential

- Demonstrable experience of developing and producing projects of scale in the arts, ideally across a range of art forms
- A demonstrable track record in successfully steering complex projects from start to completion
- Financial literacy, including experience of putting together and effectively managing large scale project budgets
- Strong negotiation skills and experience of negotiating and writing contracts
- Excellent presentation and communication skills, and the ability to work with a wide range of people from varied backgrounds
- Experience of working with co-producers and commissioning partners in the UK and internationally
- Experience of managing staff
- Ability to manage multiple priorities and meet deadlines
- The ability to assess complicated situations quickly and identify ways forward creatively.
- Interest in contemporary arts and culture
- Experience of and ability to engage with and use IT systems appropriate to the organisation
- Positive and enthusiastic attitude and a flexible approach to developing and delivering work
- Commitment to achieving high standards
- Ability to work on his/her own initiative as well as part of a team
- Willingness to support the MIF's commitment to equal opportunities/sustainability

Desirable

- Understanding of the wider arts sector in the UK and internationally
- Digital literacy and experience of digital projects
- Experience of using Artifax

MIF is an equal opportunities employer and welcomes applications from all individuals regardless of their race, sex, disability, religion/belief, sexual orientation or age

TERMS AND CONDITIONS

- Salary: £32,000- £36,500 PA (based on experience)
- Contract: Permanent from January 2018
- Location: Manchester. The role may involve travel around the UK or internationally depending on the project(s) you are working on.
- Hours: 37.5 per week (While this role is offered as a full-time post, we would consider flexible working arrangements for the right candidate)
- Due to the nature of the role/projects we undertake there will be an expectation (particularly during the Festival) of additional evening/weekend work - You will not receive any additional payment for hours worked in excess of your normal hours of work and this has already been considered when setting the salary
- Annual leave entitlement is 25 days a year plus public holidays
- There will be a three month probationary period for this position.