

IT Co-ordinator

Closing date: Monday 15th January 2018, 9am



MIF



IT Co-ordinator

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

To apply for this role, please complete the online application form at <http://mif.co.uk/about-us/work-with-us>

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 31st January please assume that your application has not been successful.

If you require further information (including requests for printed forms/access support) please contact us on 0161 8174500

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.

From 2020, as well as producing a biennial festival, MIF will also be running **The Factory**, a state of the art building and producing organisation in the heart of Manchester.

This is a landmark opportunity for Manchester International Festival, the city and the region; acting as a catalyst for creative and socio/economic growth in the North of England.

As we start on our journey to The Factory, we are committed to building opportunity for all into everything we do.

We aim to embody the values implicit in our name:

- **Manchester:** We will seek to reflect the extraordinary diversity of our city at every level of our organisation and programme.
- **International:** We will achieve a truly global diversity in our work, with artists from all five continents, and of all cultural backgrounds supported in the making of exceptional work.
- **Festival:** We will create a space for ambitious cultural exchange, and the imagining of new global possibilities.

Over the last 12 years, MIF has commissioned, produced and presented world premieres by a wide range of international 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, FKA twigs, 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 its projects possible and ensures that work made at MIF goes on to be seen across the globe. 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.

The Factory, set to open in 2020, will be a new kind of large-scale multi-arts venue. Designed by world renowned architecture practice OMA and with an ambitious vision inspired by MIF, The 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 1,500 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.

MIF's Artistic Director and CEO is **John McGrath**, previously the Founding Artistic Director of National Theatre Wales and Artistic Director of Contact Theatre in Manchester.

“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 CEO, Manchester International Festival



IT Co-ordinator

Job Description

Reporting to: Head of Administration

Main Purpose

To provide a dedicated, in-house IT Resource – delivering first and second line support, key system administration and supporting IT project delivery

Responsibilities

System Management

- Day-to-day administration of all data/systems in relation to security/GDPR Compliance – Including (but not limited to) Document Management Systems (DMS), email accounts, Sage, the MIF HUB and integration of the above with the incoming CRM/Ticketing System
- Implementation, development and maintenance of the organisation's Digital Media Archive, working closely with the Administration, Comms and Digital teams

IT Support

- Providing first and second line IT support across the organisation, working with external IT/Comms support as and when required
- Setting up new users' IT/Profiles/Peripherals
- Setting up and maintaining all Freelance Staff's IT/system access in accordance with company policy and GDPR compliance

Training

- Delivering IT/System Specific Training for all incoming staff, with regular refresher training for all core/permanent staff
- Conducting VDU assessments as part of the staff induction process

IT Project Work

- Supporting the Head of Administration with R&D and delivery of IT/Systems change management projects

Digital

- Providing ad-hoc technical support for in-house digital activity
- Working with the Digital Lead and Head of Administration to identify emerging trends in digital application technology

General

- Actively engaging with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, 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.
- Any other duties that are commensurate with the post

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 titles, roles and departmental structures





Person Specification

- Excellent time management, planning and organisation skills
- Ability to work within a dynamic multi-disciplinary team
- Mac/OSX and Windows/PC Literate
- Experience of providing first line support and core user training, preferably in an office environment
- Excellent interpersonal skills; with an ability to communicate at all levels of IT knowledge – including those who may be less confident with IT and systems
- Effective knowledge of a range of software applications (e.g. Microsoft Office, Project Databases, Adobe Creative Suite)
- Hands-on experience troubleshooting office-based hardware such as routers, bridges, printers, switches, hubs and peripherals
- An ability to demonstrate a systematic approach to problem solving
- Knowledge of a diverse range of cultures and traditions, and proven ability to work with people from a wide variety of backgrounds
- Enthusiasm for training, mentoring and support of emerging talent

Desirable

- Interest in a range of contemporary arts and culture
- Experience of working on IT/systems projects such as data migration and rollout of new systems
- Awareness of the principles of API integration
- Awareness of the impact of GDPR on the maintenance and administration of IT systems
- An awareness of the evolving application of digital technology in the workplace



Selection Process - Guidance for Applicants

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

As such, please consider how your qualities, skills & experience meet the person specification - either directly or with transferable skills from other sectors, and demonstrate your responses the knowledge and experience in relation to each of the points.

MIF is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of 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 on the basis of fair and open competition. We welcome candidates from a range of different backgrounds and from sectors outside the Arts.



Terms and Conditions

- **Salary:** £25-27,000 PA (based on experience)
- **Contract:** Fixed term for 12 months
- **Location:** Manchester. The role may involve travel around the UK or internationally depending on the project(s) you are working on.
- **Hours:** 35 per week
- 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 salary ranges
- Annual leave entitlement is 25 days a year plus public holidays
- There will be a three month probationary period for this position.