



ARTIST LIAISON OFFICER

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

The closing date for applications is **10 April 2017 9am**
Interviews are expected to take place on **21 April 2017**

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 April 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 **ALOFF17** 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

BACKGROUND

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

Some highlights of the first four Festivals include premieres of **Steve McQueen's** commemoration of fallen British soldiers, *Queen and Country*; **Damon Albarn, Jamie Hewlett** and **Chen Shi-Zheng's** Chinese opera *Monkey: Journey to the West*; group art event *Il Tempo del Postino* - featuring work by **Matthew Barney, Tacita Dean** and **Tino Sehgal**; **Zaha Hadid Architects'** new space for the music of **Bach**; **Björk's** three-week *Biophilia* residency; director **Robert Wilson's** *The Life and Death of Marina Abramović*, starring **Abramović, Willem Dafoe** and **Antony**; **The xx** performing in a hidden city centre space for audiences of just 60 and **Kenneth Branagh's** *Macbeth*.

In 2015 highlights included the Alice in Wonderland inspired *wonder.land* with music by **Damon Albarn**, book and lyrics by **Moira Buffini**, directed by **Rufus Norris**; and **contemporary-ballet** *Tree of Codes* a spellbinding collaboration between **Wayne McGregor, Olafur Eliasson** and **Jamie xx** that featured dancers for **Company Wayne McGregor** and **Paris Opera Ballet**; **Gerhard Richter** and **Arvo Pärt** dedicating work to each other for *Richter/Pärt* and **FKA twigs'** *Soundtrack 7* residency where audiences observed the artist's creative process at close quarters.

The Festival works with co-commissioning partners around the world to create and present new productions, partnerships which not only help make these new commissions possible but also extend the audiences and lifespan of the shows. **35** MIF shows have gone on to have a life outside the Festival, visiting Park Avenue Armory in New York, the Ruhrtriennale in Germany, the Abu Dhabi Music & Arts Festival, Brooklyn Academy of Music, the Festival d'Automne in Paris, Spoleto Festival dei 2Mondi in Italy and many more.

In addition to income from co-commissioners and ticket sales, MIF receives support from private sponsorship, individuals and trusts and foundations. This money is raised by building on the solid support MIF enjoys from Manchester City Council and Arts Council England, our principal public funders.

'Few cultural events have established themselves with such clarity and self-confidence as the Manchester International Festival... MIF has quickly taught audiences to expect the unexpected.'

Peter Aspden, The Financial Times, July 2015

JOB DESCRIPTION

Artist Liaison Officer
Reporting to Head of Artist Liaison (HAL)

Main purpose of the post

The role involves managing the accreditation and welcome pack strategy during the Manchester International Festival in 2017. This will be in conjunction with the rest of the Artist Liaison team including the Deputy Head of Artist Liaison, Ground Transport Manager and the Artist Liaison Assistant.

Tasks

- To manage all accreditation for the festival staff and production teams
- To create and produce the welcome packs, with itineraries for each member of the visiting productions
- To ensure that the information is distributed throughout the city for the guests on arrival
- And other general Artist Liaison duties, including but not exclusively meeting guests at the train station or airport; support with the purchase and distribution of riders across the festival site; supporting the wider Artist Liaison and Front of House festival staff across the sites; ensuring that any Production requests are dealt with in a timely manner.

Personal Specification

Essential:

- Proven experience of working in a similar capacity on large scale art projects and events.
- Strong administration, planning and organisational skills
- Strong IT skills including MS Word, MS Excel and MS Outlook
- Ability to work under pressure and to strict deadlines
- Positive and enthusiastic attitude
- Commitment to achieving high standards
- Ability to work on his/her own initiative as well as part of a team
- Responsible and reliable
- Self-motivated with a confident approach to dealing with challenging situations
- Strong interpersonal and communication skills
- Diplomacy and discretion
- Able to work evenings and weekends
- Knowledge of Manchester and particularly the city centre
- Willingness to support the company's commitment to Equal Opportunities

Desirable

- Experience of using ID software or a similar integrated software package which offers layout designing and data management.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Terms and Conditions

Salary: £23,000 pro rata

Contract This is a fixed term full time contract that will run from 15th May till 21st July 2017

Location: Manchester

Hours: 35 hours per work but additional hours will be expected at busy times and at weekends during the Festival for which no overtime if payable.