

ARTIST LIAISON ASSISTANT

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

The closing date for applications is **06 February 2017, 5pm**

Interviews are expected to take place **10th February 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 Feb 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 **ALAS 17** 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

Job title: Artist Liaison Assistant

Reporting to: Head of Artist Liaison

Duration: 6th March 2017 – 28th July 2017

Main purpose of the post

The role involves assisting the Head of Artist Liaison in planning, organising and delivery of an effective system of artist liaison for 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, Artist Liaison Officer and the Ground Transport Manager.

Tasks

- to provide administrative support to the Artist Liaison Team
- to assist with the booking of all travel and accommodation for artists, crew, creative and staff both leading up to and during the festival
- to assist in the coordination of all ground transport system for all artists, creative and crew both leading up to and during the festival
- to assist in the production of an Artists Information Pack, in consultation with the HAL and Deputy HAL
- arranging meetings as requested and overseeing the booking of meeting spaces
- to provide administration support during the recruitment process of staff members
- scanning, photocopying and filing of sensitive documents including passport and visa information
- raising purchase orders as requested
- to set up and administer databases as required
- to assist with the accreditation process
- other tasks as are commensurate with the post and as agreed with HAL

Person Specification

Essential

- Excellent 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
- Excellent interpersonal and communication skills
- Diplomacy and discretion
- Able to work evenings and weekends
- Knowledge of Manchester, particularly the city centre

- Willingness to support the Company's commitment to Equal Opportunities

Desirable

- Interested in the arts and the work of the festival
- Experience of working on large scale festivals and events

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: Manchester Living Wage £15,015 per annum (pro rata)

Contract: This contract will run from 6th March 2017 – 28th July 2017

Location: Central Manchester

Hours: 35 hours per week

Annual leave entitlement is 25 days a year pro rata plus public holidays
There will be a two month probationary period for this position.