



COMMUNITY PRODUCER

Thank you for your interest in the post of **Community Producer** at Manchester International Festival; this is a new post for MIF and one that will be critical in helping us to form deeper and more impactful relationships with our local communities. If you're as excited about this as we are then we can't wait to hear from you!

To apply for the role, please complete the application form telling us what excites you about the opportunity of this role at MIF and what qualities, skills and experience you could bring.

Please send your application FAO David Fox to recruitment@mif.co.uk – marking **COPRO17** in the subject field

The closing date for applications is **9am Wednesday 16th November 2016**

Interviews are expected to take place **W/C 21st November 2016**

We'll get in touch with all short-listed candidates by phone or email. As we receive so many applications we're unfortunately unable to reply to each one individually, therefore, if you have not been contacted by 1 December please assume that your application has not been successful on this occasion.

Thanks once again for your interest in Manchester International Festival; we look forward to receiving your application.

Yours sincerely

David Fox
Head of Administration

JOB DESCRIPTION

Job Title:	Community Producer
Reporting to:	Creative Learning Director
Responsible for:	Project specific freelancers and volunteers
Working closely with:	Creative Learning Manager, Community Coordinator, MIF Producers

Main Purpose of the Post

To develop and deliver new, year-round local engagement for MIF, acting as a key inspirer, planner and producer of Festival-related creative activity in both city centre and local neighbourhood locations. You'll be a dynamic producer and a people-person wanting to help local individuals and groups to develop their curating and producing skills, and realise their creative ideas - from micro-Festival events across the city, to community-led creative responses to MIF, to local neighbourhood get togethers and everything in-between. Alongside the Community Coordinator, you'll be a key point of contact for members of our evolving creative community, and a font of great ideas, information and insight into how MIF can better support and engage our local communities into the future.

This is a new post for MIF recruited in tandem with our new Community Coordinator, with whom you'll collaborate very closely. The work builds on and evolves MIF's previous participatory work: MIF Creative and MIF Learning.

Responsibilities

The main responsibilities will be:

Producing

- To work closely with the Creative Learning Director and Community Coordinator to develop a year-round programme of Festival-inspired activity that supports the building of producing and curating skills in local communities;
- To research, plan, produce and present these activities in locations across the city, supporting community groups and participants to contribute, grow and share their skills throughout the process
- To develop and prepare event proposals, event plans and other relevant documents in line with MIF's producing procedures
- To ensure that these plans take into account the needs of different communities or individuals participating to provide inspiring, safe and enjoyable creative experiences for a diverse city population
- To develop and manage budgets for the work, reporting regularly to the Creative Learning Director on expenditure and current forecasts
- To negotiate fees and contracts for the work and issue those contracts in line with the Festival's contracting system
- To work with the Festival's Technical teams to identify the appropriate technical, production and artist liaison teams required for each activity (for whom the Technical Department will have management responsibility);
- To work closely with the Festival's Finance, Administration and Communication teams to provide them with necessary information
- To keep MIF's Artifax event management system up to date with programme activity (training will be provided)
- To attend team and other meetings as required
- To provide regular updates to the Creative Learning Director and Artistic Director.

Communication

- To work closely with the Creative Learning Director and the Community Coordinator to develop and maintain relationships with key communities and individuals across the city;
- To work with these teams to keep the community informed and engaged with MIF's work and to elevate MIF's local impact
- To listen to local feedback on MIF and work with the wider MIF team to create responses to local ideas, needs and barriers to engagement
- To work with MIF's Digital Producer and community members to support digital content development;
- To communicate information about the work internally at MIF and externally to partners, funders, networks and other interested parties

Financial

- To manage producing budgets as agreed with the Creative Learning Director
- To work within the Festival's agreed finance and accountancy procedures
- To contribute to the company's fundraising operation, by drawing up outline project proposals for activity for which the Community Producer is responsible.

Monitoring and Evaluation

- To ensure that all activity for which the Community Producer is responsible is properly evaluated and that the necessary information is available for monitoring and evaluation
- To work closely with members of the Community Panel on monitoring, review & development

Staffing

- To manage any volunteer or temporary staff that may be required
- To work closely with local communities, festival artists, co-producers, presenters and other collaborators as required.

Other

- Abiding by Festival policies on safeguarding, equal opportunities, volunteering, Health & Safety, evaluation & monitoring
- Any other duties that are commensurate with the post

PERSON SPECIFICATION

Essential

- Significant experience in developing and producing community projects, ideally in an arts context however we are open to considering equivalent, non-arts experience where the skills are transferable
- Experience and strong enthusiasm for working with diverse communities, with arts and culture from a diversity of communities, and with a varied range of art forms to realise ideas
- Experience of pre-production research and development on arts, community or other equivalent projects
- Experience of putting together and managing project budgets
- Experience of negotiating and writing contracts with artists, individuals, groups and partners

- Excellent presentation and communication skills
- Experience of managing staff or volunteers
- Ability to manage multiple priorities and meet deadlines
- IT skills including ability to use Excel and Word and to quickly learn how to use other IT systems appropriate to the organisation (examples include Dropbox and Artifax as a project/contract tracking tool)
- Ability to work effectively within a team and to lead, manage and motivate artists, staff, participants and partners to achieve outstanding results
- Knowledge of, and enthusiasm for, the arts and connecting communities through creative activity
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job

Desirable

- Language skills relevant to Manchester's diverse communities
- Knowledge of Manchester and its communities

TERMS AND CONDITIONS

- Location: Central Manchester
- Salary: £30,000 PA (based on experience)
- Contract: Full time for 3 years (subject to funding)
- Location: Manchester
- Hours: 37.5 per week
- Annual leave entitlement is 25 days a year pro rata plus public holidays
- Contributory pension scheme matched up to 5% of salary
- There will be a three-month probationary period for this position.

ADDITIONAL INFORMATION: BACKGROUND TO MIF

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 next edition of MIF will take place from **29th June to 16th July 2017** and will be the first edition of the Festival under the artistic leadership of John McGrath, who joined as Artistic Director in September 2015. With John at the helm, MIF will continue to be an artist-led, commissioning festival working with some of the world's leading artists and creative minds, and MIF17 will once again deliver an extraordinary range of original performances, exhibitions and events over 18 days in June and July. In addition, we will see new developments in the areas of: **digital** (making more of MIF's work accessible and interactive online - extending our local, national and international presence and reach); **the public realm** (with more of MIF's work taking place in the city's streets, parks and squares so that it is visible and accessible to all) and, importantly for this new role; **community** (with new programmes of activity to create deeper roots and impact across our local communities).

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