



**CREATIVE LEARNING DIRECTOR (MATERNITY COVER)**

Thank you for your interest in the post of **Creative Learning Director (Maternity Cover)** at Manchester International Festival. Please find further information regarding this post below.

The closing date for applications is **Wednesday 15<sup>th</sup> March 2017 at 9pm**  
Interviews are expected to take place on **Monday 27<sup>th</sup> March 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 13 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](mailto:recruitment@mif.co.uk) – marking **CLDIRECTMC17** 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:** Creative Learning Director (Maternity Cover)
- Reporting to:** Artistic Director
- Responsible for:** All permanent, short-term and free-lance staff contracted to deliver Manchester International Festival's creative learning programme and strategies for fundraising from Trusts and Foundations.

## **CONTEXT**

Manchester International Festival (MIF) is the world's first festival of original new work. Alongside the public programme of work created for its biennial festival, MIF runs a large and innovative Creative Learning Programme (CLP), which is designed to develop community engagement with MIF and to leave a lasting legacy for MIF in the city and the region. This programme is developed in partnership with arts, community and educational organisations and other agencies across the City, Greater Manchester and the North West region. Although MIF's creative learning programme peaks during the biennial festival, there is activity year round, which bridges festivals and enables more sustainable relationships.

MIF's CLP is wide-ranging (in terms of its geographical reach and the age and profile of its participants) and includes the following elements:-

- i) *My Festival*, a new year round approach to local engagement for a biennial international Festival;
- ii) A series of major participatory commissions for each Festival in which national and international artists create new works for MIF in partnership with different communities in the City and the region;
- iii) Workshop and other community engagement projects tied to specific Festival commissions;
- iv) Training and mentoring programmes for emerging producers and cultural entrepreneurs including creative fellowships, artist talks, residencies and events with local, national and international dimensions
- v) Research and development programmes enabling local, national and international artists and arts organisations to develop ideas for potential future MIF commissions by working in partnership with local communities.

## **THE ROLE**

The Creative Learning Director is a Senior Post that sits on MIF's Senior Management Team. The post-holder will work with the Artistic Director to review the progress and strategic vision for the CLP (including setting key aims, objectives and outputs) after each Festival and will take day to day managerial responsibility for the effective delivery of the programme. As MIF evolves towards operation of both the Festival and its new year-round cultural venue, Factory, MIF's CLD is also responsible for developing the vision, strategy and practical details for a new and ground-breaking learning and participatory offer at this extraordinary new venue.

Recognising that a core source of support for the development and delivery of MIF's CLP are funding partnerships with the Association of Greater Manchester Authorities (AGMA) and Charitable Trusts and Foundations, the Creative Learning Director

additionally leads the development and delivery of strategies to build relationships with these parties to leverage funding support from them.

## **PRINCIPAL DUTIES**

### **Strategy**

- To work with the Artistic Director and Executive Director to develop a clear and innovative strategy for the CLP to ensure that it delivers a high quality and exciting programme engaging a range of different communities and individuals within the City and the region.
- To keep up to date with changes in local, national and international thinking on communities, education and the arts to ensure that MIF's creative learning strategy is in line with key local and national government priorities.
- To keep abreast of developments in the Festival's public programme and ensure that MIF's creative learning strategy is fully integrated into MIF's artistic programme.
- As MIF starts to evolve towards operating Factory, as well as the Festival, to work closely with MIF's Artistic Director and other relevant MIF and Factory team members to develop the vision and plans for year-round engagement programmes at this new cultural venue.
- To work with the Artistic Director and external consultants as appropriate to drive development and implementation of a comprehensive strategy to fundraise from AGMA and Charitable Trusts and Foundations.
- To keep up to date with changes in local, national and international thinking on charitable giving, and to ensure that MIF maintains an up to date register of the various funds and opportunities coming available;
- To take the lead on setting and monitoring annual CLP budgets and targets for T+F Fundraising (in liaison with the Artistic and Executive Directors).
- Development and delivery of presentations and pitches to potential funders where appropriate.

### **Staff Recruitment and Management**

- To work with MIF's Head of Administration to recruit, manage and appraise all permanent, short-term and free-lance staff engaged to deliver the CLP and/or T+F strategy ensuring that equal opportunities is integral to this process
- To supervise and manage the work of the Creative Learning team currently comprising Creative Learning Manager (with responsibility for fundraising), Community Producer, Community Coordinator and Talent Development Manager

### **Creative Learning Programmes**

To take overall responsibility for the strategic development and delivery of the CLP at MIF. This will involve:

- Working with the Artistic Director and other members of the Festival team (especially MIF's producers) to plan, design and manage CLP activities
- Working with the Artistic Director to identify leading artists, creative and producing teams to deliver projects, ensuring, where necessary that they are properly contracted and assessed via Disclosure and Barring Service checks for their suitability to work with vulnerable young people and adults
- Developing new and existing relationships with a diversity of project partners across the city including individuals, community partners and partnerships, nurseries, schools, colleges and universities; Manchester City Council's Cultural

and Neighbourhood Leads Team and other relevant local council departments and agencies; and Voluntary Sector, Community and Cultural Organisations.

- Overseeing the recruitment of participants for the various projects within the CLP and ensuring that equal opportunities is integral to this process
- Taking responsibility for setting budgets and monitoring project expenditure, ensuring careful and liaison with MIF Finance teams
- Liaising with other personnel at MIF in order to get them involved in the delivery of creative learning projects and ensuring that all events taking place as part of MIF are delivered to the highest possible standards, including in particular close coordination with MIF volunteer and marketing outreach or ticketing teams
- Overseeing effective/impactful monitoring and evaluation of the CLP
- Regularly attending projects to ensure all MIF's creative learning projects are of the highest quality
- Ensuring participants in CLP are fully integrated into the planning, delivery and evaluation of MIF's creative learning projects.

### **Fundraising Strategies**

To take overall responsibility for driving the development and implementation of a comprehensive strategy to fundraise from the Trusts and Foundations Sector and, where required, from public sector funders (e.g. AGMA). This will involve:

- Developing, prioritising and implementing a plan that identifies trusts and foundations and other public sector partners that MIF can approach for funding
- Maintaining, supporting and developing existing and new relationships with potential funding partners
- Developing a sustainable fundraising strategy and plan
- Working with other members of the MIF team to identify potential projects and areas of activity for funding
- Writing funding applications and bids where appropriate

### **General**

- Representing MIF at external meetings
- Regular liaison with all relevant officers within Manchester City Council, AGMA, Arts Council North West and other relevant agencies to ensure active information exchange on existing projects and to identify potential new partnerships and areas of collaboration
- Attending regular meetings with the Artistic Director, producers and other MIF meetings and, as required, attending board meetings and funders' evenings to promote CLP.
- Following Health and Safety procedures as set out in the MIF's Health and Safety policy.
- Leading on MIF's safeguarding policies and procedures
- Working to implement MIF's Equal Opportunities Policy and Diversity Action Plan and any other policies or plans MIF may introduce in the future.
- Undertaking any other duties as agreed with the Artistic and Executive Directors as is appropriate to the post.

This job description is a guide to the nature of the work required of the Creative Learning Director. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and Artistic Director as required.

## **PERSON SPECIFICATION**

- At least five years professional experience of managing arts education and training projects – preferably within an inner city context.
- Experience and interest in working with people from a wide range of cultural, social and economic backgrounds
- Experience of working with agencies working with young people including schools, local authority departments and voluntary sector agencies.
- Experience of managing staff
- Experience of setting and managing budgets
- A track-record of successful fundraising and delivering funding agreements
- An understanding and passion for the arts and the work of MIF along with the ability to communicate this to a wide range of people
- A proven knowledge of contemporary arts education practice
- A proven commitment to tackling social exclusion and promoting cultural diversity in the arts
- An ability to work as part of a team and to work long and sometimes anti-social hours
- Ability to work under pressure; manage a heavy workload; prioritise tasks; and meet deadlines.

## **PLEASE NOTE**

**BECAUSE OF THE NATURE OF THE POST, INVOLVING WORKING WITH CHILDREN, THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO A DBS CHECK BEFORE THE APPOINTMENT IS CONFIRMED. THIS WILL INCLUDE DETAILS OF CAUTIONS, REPRIMANDS OR FINAL WARNINGS, AS WELL AS CONVICTIONS SPENT OR UNSPENT. ONLY RELEVANT CONVICTIONS AND OTHER INFORMATION WILL BE TAKEN INTO ACCOUNT.**

## **TERMS**

1/. This is a full-time position based on a working week of 40 hours, which will include some evening and weekend working. No overtime is paid.

2/. This is a temporary post to cover the current Creative Learning Director's maternity leave and is for a period of 10-12 months starting May 2017 (dates by negotiation)

3/. Salary is £40,000 negotiable dependent on experience

4/. Notice period will be 1 month on either side.

5/. Holidays – 25 days per annum. No holiday may be taken during the period 1 May – 31 July 2017. All holiday must be agreed in advance.

6/. Pension – the Festival runs a contributory pension scheme and will match employee's contributions to a maximum of 5% of salary

7/. This post is based in Manchester.

8/. The post is subject to a probationary period of 3 months.