



DEVELOPMENT ADMINISTRATOR

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

The closing date for applications is **30 November 2016**

Interviews are expected to take place **w/c 12th December**

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 12 December 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 **DEVAD17** 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: Development Administrator

Reporting to: Development Director & Development Co-ordinator

Main Purpose of the post

To provide administrative support to the Development Department in the build up to MIF 2017
Support the Development Department at Sponsorship and Cultivation Events relating to the 2017 Festival

Responsibilities

The main responsibilities will be:

Administration

- Providing administrative support to the Development team, including entering all client and event information to the Artifax Database, booking travel, supporter ticket booking, providing administrative support for meetings, letters and contracts etc
- Meeting and greeting visitors for the Development Team at the MIF Offices
- Ensuring that the Development's stationery and marketing collateral are kept properly stocked
- Overseeing the teams' financial systems and providing the finance department with itemised receipts and expenses claims

Sponsorship

- To develop an understanding of MIF's current sponsors and to understand the strategic and economic factors behind the brand's sponsorship
- Supporting the Development Director, Development Manager and Development Account Managers with bespoke administration around the department's targets for delivery
- Research and Evaluation work relating to the activation of MIF17 Sponsors and Individual Donors
- To develop an understanding of MIF's current individual giving programmes and donors
- Research companies and high net worth individuals as potential future supporters of the Festival
- Prepare profiles and briefings on MIF17 and potential supporters

Events

- To represent the Festival at key events associated with both the Festival and its supporters
- To assist the Development team in delivery of and all administration for a calendar of stewardship and and cultivation events

General

- To participate actively in the work of the Festival.
- To comply with the Festival's Equal opportunities, Health and Safety and other policies.
- Any other duties commensurate with the scope and status of the post.

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.

PERSON SPECIFICATION

Essential

- The successful candidate will have excellent people skills – In many cases they will be the first point of contact for visiting Sponsors and Donors so a positive first impression of both the office and the team is essential

- Good time management and organisational skills and an ability to work to set deadlines
- Good attention to detail – much of the work of the Development Administrator will be to ensure timely/accurate record keeping to support the Development Team
- Strong IT skills, including experience of Microsoft Office (Word, Excel and Outlook)
- Excellent numeracy and literacy skills
- Ability to work as part of a small team and contribute to the development of the organisation.
- An active interest in the Arts, including an awareness of the Festival and its previous commissions

Desirable

- Experience of using client databases for entry and checking of contacts and financial data entry.
- Previous experience of working within the arts

TERMS AND CONDITIONS

Salary: £20,000 Per Annum Pro Rata

Contract: This contract will run from January 3rd to September 1st 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.