

DIGITAL ASSISTANT

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

The closing date for applications is **17 March 2017, 5pm**

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 17 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 **DIGAS17** 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: Digital Assistant

Reporting to: Digital Producer

Duration: April 2017 – July 2017

Main Purpose of the Post

To support the Digital Producer and associated staff/projects to help deliver the Digital elements of the 2017 Manchester International Festival

Responsibilities

The main responsibilities of the role will be:

Supporting Digital Producer to co-ordinate needs of Digital team.

- Organising meetings and interviews
- Preparing and distributing meeting notes
- Co-ordinating with Artist liason team to arrange travel and access for Digital team / camera crews
- Planning and production of Archive filming

Supporting Digital Production Manager in organising schedules and contracts.

- Content management and organisation (film and photo)

Supporting Digital Content Officer in the co-ordination and scheduling of film crews and social media activity.

- Clearing copyrights for film crews
- Booking studios, production equipment, performance and production staff
- Liaising with film crews

Supporting Digital Developer in the uploading of content to microsites.

PERSON SPECIFICATION

- Excellent organisational and communication skills
- Proven experience and understanding of digital content creation
- Proven administrative experience, particularly regarding scheduling and the writing up and distribution of meeting notes
- Strong attention to detail alongside good IT skills and fluency in Word and Excel
- Able to work under pressure accurately and efficiently
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Willingness to support the MIF's commitment to equal opportunities & sustainability

- Interest in contemporary arts and culture
- Previous experience of uploading content to established social media platforms including (but not limited to) Twitter, Facebook, Wordpress etc

DESIRABLE

- Interest in contemporary arts and culture
- Experience of editing short form digital content

TERMS AND CONDITIONS

Salary: £16,000 per annum (pro rata)

Contract: April 2017 – 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.