

## **OFFICE INTERN**

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

The closing date for applications is **03 March 2017, 9am**

Interviews are expected to take place on **Monday 13<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 20 March 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 **OFFINT17** 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:** Office Intern MIF17

**Reporting to:** Head of Administration

**Duration:** April 2017 – July 2017

### **Main Purpose of the Post**

This role is an ideal entry level position to a vibrant/busy arts organization. Your main duties will include supporting the Administration and Volunteering teams in the run up to MIF 2017 as well as the wider Festival team

### **Responsibilities**

The main responsibilities of the role will be:

- Welcoming visitors to the MIF offices, being the first point of contact for all visitors to MIF and ensuring they are well looked after, offering them refreshments and dealing with any queries they may have
- Dealing with general telephone enquiries
- Welcoming guests at special events
- Maintaining a record of day to day issues with the building/IT/office & informing the Admin team of these
- Ensuring the communal areas (Kitchen, Stationery/Printer areas are kept tidy and well stocked)
- Assisting the admin team in monitoring levels of office supplies and raising orders for new stock when requested
- Collecting and Distributing Post to Manchester Office staff
- Franking outgoing mail and dealing with special/recorded delivery items
- Electronic scanning of documents
- Assisting with preparation & Making refreshments for Office meetings and events
- General administration tasks (e.g. filing)
- Processing general email queries
- Providing support for the Volunteering department including:
  - Answering volunteer queries by telephone, email and social media
  - Assisting with the delivery of interviews and inductions (which will include evening and weekend work)
  - Collating resources for volunteer training and events
  - Support the administration of MIF's online volunteer shift booking system

Additional ad-hoc duties as and when required by the Festival team

### **PERSON SPECIFICATION**

- Excellent organisational and communication skills
- Excellent customer-service skills
- 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

#### **DESIRABLE**

- Interest in contemporary arts and culture
- Previous data entry experience

#### **TERMS AND CONDITIONS**

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

Contract: This internship will run from April 2017 – July 2017

Location: Central Manchester

Hours: 35 hours per week

Note – you may also be required to work occasional evenings and weekends in the run up to the Festival. As this position is an internship these will be pre-agreed and time in lieu will be offered where appropriate.

During the Festival proper (29<sup>th</sup> June – 16<sup>th</sup> July) you are likely to be required to work additional hours without time in lieu. You will not receive any additional payment for hours worked in excess of your normal hours of work and this has already been considered when setting the salary.

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