

VOLUNTEER COORDINATOR

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

The closing date for applications is **05 January 2017**

Interviews are expected to take place **12 January 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 01 February 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 **VOCO17** 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: Volunteer Coordinator

Reporting to: Volunteer Manager

Responsible for: Volunteer Team Leaders, Volunteers

Main Purpose of the Post

The Volunteer Coordinator will make a significant contribution to the planning, organisation and delivery the Volunteer Programme for the 2017 Manchester International Festival.

The Volunteer Coordinator is a key post within the MIF Volunteering Team and the post holder will deputise for the Volunteer Manager as required.

Tasks

Contribute to volunteer recruitment for MIF17, ensuring that the festival encourages applications from diverse communities across Greater Manchester.

Support the application, selection and interview process for new and returning volunteers.

Plan, develop and implement aspects of MIF's volunteer training and induction schemes

Plan and schedule volunteer activities before and during the festival

Support co-ordination with MIF departments to ensure that their volunteer requirements are being met.

Liaise with and manage the Volunteer Team Leaders who will take charge of managing and supporting the volunteers

Offer advice and information to volunteers and external organisations through face-to-face, telephone and email contact

Assist in organising and delivering events for volunteers including the Volunteer Launch Party and Volunteer Thank You Event.

Maintain databases and undertake general administration tasks, including processing volunteer expenses.

Contribute to post-festival evaluation processes and reporting.

Contribute to the volunteering team's relationship with key festival sponsors, ensuring that they are kept informed and involved both before and during the festival

Maintain partnerships with appropriate organisations and agencies including universities and sponsors

Assist with the recruitment of a Volunteer Assistant and Volunteer Team Leaders

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

Ability to work on own initiative as well as part of a team

Attention to detail when dealing with large databases

Ability to manage multiple priorities and meet deadlines

Experience managing diverse groups of volunteers

Excellent organisational and administration skills

Excellent communication skills

Good computer skills

Positive and enthusiastic attitude

Interest in new contemporary art and culture

Willingness to support the Festival's commitment to equal opportunities

Availability for both evening and weekend events when necessary

Desirable

Experience of working on or with large-scale events

Experience working with community groups and organisations in Greater Manchester

TERMS AND CONDITIONS

Salary: £22,000 Per Annum Pro Rata

Contract: This contract will run from Feb 2017 to end August 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.