

MIF

Traineeships

Closing date: Monday 12th November 2018





Manchester International Festival (MIF) is an extraordinary 18-day festival, held every two years, that brings the best new music, art, theatre, dance and free events to places and spaces across Manchester. We've previously featured the likes of Sampha, The xx, FKA twigs, Björk, Levelz, Gorillaz and Bugzy Malone – and we've just announced that our 2019 Festival next summer will feature new and exclusive projects from Skepta, Idris Elba and Yoko Ono, among others.

We're looking for 30 people from Manchester to take part in a two-week creative industry training academy, where you'll learn a variety of new skills. Five people from this group will then be selected to join our first ever Creative Traineeship Programme from January to August 2019, when you'll be offered paid positions as we work towards putting on our next Festival in July.

You don't need any qualifications or experience to apply – and MIF Creative Trainees can earn money (living wage) while gaining valuable skills and experience in our fast-paced festival environment.

Are you:

- Interested in creativity and music
- Proud of Manchester
- Able to communicate with people well
- Eager to learn new IT skills
- Enthusiastic to start your career in the arts.
- Positive, motivated and cooperative
- Respectful of people from all backgrounds



Experience offered as part of an MIF Traineeship

Working with technical and arts professionals from many different organisations

Providing general administrative support

Coordinating diaries and setting up meetings

Answering calls and dealing with general enquiries

Booking meetings, preparing meeting spaces and greeting guests

Coordinating travel and hotel booking, raising purchase orders and submitting invoices

Drafting Letters/Contracts/Letters of Agreement

Updating and maintaining physical and online filing systems

Updating monitoring information for your department's activities

Providing support for, and attending, your department's events

Relevant training to your job role including personal development planning and attending a variety of events in Manchester and around the UK. You do not need any qualifications or prior experience to apply.

At MIF it is important for all staff to respect and appreciate people from a wide variety of backgrounds, lifestyles and cultures. You will meet a lot of new people in this role and it will be important to be warm and friendly.

You will be enrolled in a 2-week period of training as part of the MIF Cultural Training Academy. After you have taken part in the MIF Cultural Training Academy, we will invite you to a recruitment day on Monday 17 December 2018, to recruit the final 5 Trainees.



How to Apply

If you wish to be involved with this fantastic opportunity, then you will need to register to attend our Open Day on **Wednesday 14 November 2018**. The Open Day will be held at The Work's newly refurbished office at 71 Grosvenor Street, Manchester M13 9UB. To register, please get in touch with The Works on 0161 359 3388 **before Monday 12 November 2018**.

MIF is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Key Dates

Register by Monday 12 November 2018

Wednesday 14 November 2018- MIF Creative Training Academy Open Day

The Creative Training Academies will run throughout November and December for a period of two weeks.

Monday 17 December 2018- Trainee Recruitment Day

Monday 14 January 2018- Trainees start at MIF

If you require any access support for the Open Day please inform The Works

The Creative Training Academy is delivered in partnership with The Works- Led by the University of Manchester, The Works provide training, support, advice and employment opportunities to the local greater Manchester residents.



MANCHESTER
1824

The University of Manchester



Trainee Experience Opportunities

Digital Content Production

The Digital department works across the organisation embedding digital experimentation into everything we do this includes working with the producers on pioneering productions to extending those via live broadcast. This role would work closely across the live broadcast and streaming of events. This involves supporting the team on key events in the festival working closely with partners and producers on developing schedules and contracts. This is a job which will involve working flexibly creating exciting content and editorial to support the broadcasts. There will be opportunities to work with lots of different partners during the festival, so you will get a chance to work outside of the office and build your skills.

Creative Engagement/ Skills and Training

This is an opportunity to work with two departments that collaborate closely and focus on public engagement. The Skills and Training department create opportunities for people to gain work skills and career experience at MIF and with other arts organisations. Whilst working with the Skills and Training department you will assist with developing an internship project at MIF. You will also have a chance to contribute to our other plans for the Skills and Training offer at The Factory. You will also be working with the Creative Engagement department. Creative Engagement provide a wide range of opportunities for communities across Manchester to get involved with helping make Manchester International Festival happen. You will be assisting with the co-ordination and administration of elements of MIF19 events that involve working with volunteer performers or participants. You will gain experience assisting the teams with general administration and their day-to-day tasks such as making arrangements for meetings and travel plans, preparing documents and monitoring finances.

IT/ Administration

The MIF IT and Administration department is at the heart of a busy, thriving arts organisation. Areas of activity include IT, HR and general office administration. As an IT/Administration trainee, you would help to monitor and administrate various systems across the organisation. You would assist in ensuring that visitors are well-looked after and that meetings and other activities run smoothly and in a timely fashion. You would also be involved in first line IT support; setting up and trouble-shooting computer hardware, software and networking. You would be encouraged to be a pro-active problem-solver and a key part of the IT/ Administration team, whilst learning about the many processes that allow an organisation to function efficiently.



Development

The Development team at MIF are responsible for raising money to support the festival through sponsorship, membership and donations. These funds come from corporate sponsorship, individual donors and through MIF membership schemes. MIF Members and donors at all levels are essential partners for MIF and the Development team regularly deliver events to encourage more people to support the festival. The Development team ensure that those who support the festival are well looked after and feel inspired to support the work of the festival. Your role will support the Development team in their work by researching potential new funding streams and assisting with day to day administration. There will also be opportunities to assist with the set up and delivery of unique Development events.

Plus, one more exciting opportunity.