

MIF

Receptionist

Closing date: Monday 14 January 2019, 5pm.





Receptionist

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

To apply for this role, please complete the online application form at <http://mif.co.uk/about-us/work-with-us>

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 **31 January 2019** please assume that your application has not been successful.

If you require further information (including requests for printed forms/access support), please contact us on 0161 817 4506.

Thank you for your interest in the Manchester International Festival. We look forward to receiving your application.

Yours sincerely

David Fox
Head of Administration



About MIF

Manchester International Festival (MIF) is the world's first festival of original, new artistic work and special events, staged every two years throughout the city. Launched in 2007 as an artist-led event, MIF presents new works from across the spectrum of performing arts, visual arts and popular culture.

We aim to embody the values implicit in our name:

- **Manchester:** We will seek to reflect the extraordinary diversity of our city at every level of our organisation and programme
- **International:** We will work with artists, producers and creative partners from all over the world, ensuring a global diversity to our work and cultivating a rich and ongoing cultural conversation
- **Festival:** We will create a space for ambitious cultural exchange, and the imagining of new global possibilities

MIF brings together world-renowned artists from different art forms to create dynamic, innovative and forward-thinking new work, staged in venues across Greater Manchester – from theatres, galleries and concert halls to railway depots, churches and car parks.

Over the last 12 years, MIF has commissioned, produced and presented world premieres by a wide range of international artists including **Björk, Steve McQueen, Robert Wilson, Sharmeen Obaid-Chinoy, Jeremy Deller, Wayne McGregor, Maxine Peake, Boris Charmatz, The xx, Zaha Hadid Architects, Thomas Ostermeier, Damon Albarn, FKA twigs, Punchdrunk, Elbow** and **Marina Abramović**.

We work closely with venues, festivals and other cultural organisations globally, whose financial and creative input helps to make many of its projects possible and ensures that work made at MIF goes on to be seen around the world. MIF's year-round My Festival programme also works widely within Manchester with a community of creative people from all backgrounds, ages and corners of the city, who are forging closer connections with the Festival.

Manchester International Festival next takes place on 4-21 July 2019.

MIF's Artistic Director and CEO is **John McGrath**.

“Manchester International Festival is grounded in our city and engages with the world. We aim to reflect the great diversity of Manchester, and our planet, in all aspects of our work – artists, audiences, staff, participants, board members, and partner companies

We invite and welcome input on how we can do this effectively from the many individuals and communities with whom we aim to work in ever more exciting ways”

John McGrath
Artistic Director and CEO, Manchester International Festival



As well as producing the biennial festival, MIF is set to run **The Factory**, a world-class cultural venue being built in the St John's neighbourhood in the heart of the city.

The Factory will build on the city's long history as a centre for culture, creativity, innovation and production, as well as the success of MIF. It will commission and present the world's most exciting artists, attracting up to 850,000 visitors a year, drawn from across the city, nationally and internationally. It will add 1,500 full time jobs and up to £1.1 billion to Manchester's economy over a decade and offer a programme of backstage training and skills for people living across Greater Manchester, aimed at the next generation of creative talent.

The Factory's unique structure is designed by world-leading architects Office for Metropolitan Architecture (OMA), founded by Rem Koolhaas. Their first major, permanent cultural building in the UK, at 13,500 square metres it will provide space for artists to make work of unprecedented ambition and scale. Open year-round, the building will be highly flexible, hosting everything from major exhibitions and epic concerts to intimate performances and immersive experiences, including dance, theatre, music, opera, visual arts, popular culture and innovative contemporary work incorporating the latest digital technologies

The Factory will cement MIF's role as a leader in making and presenting ground-breaking work and strengthen Manchester's reputation as a globally important cultural centre, creating jobs and offering training and skills development opportunities.



Receptionist

Job Description

Reporting to: Head of Administration

Main Purpose

Ensuring that MIF's main reception is staffed between 9-5pm Monday – Friday with a consistent, warm welcome to all visitors.

Responsibilities

- Managing arrival of guests to the office, providing an exceptional welcome at all times
- Answering, screening and forwarding incoming phone calls and enquiries via info@mif.co.uk
- Ensuring the reception desk, kitchen/break-out areas and welcome sofas are kept tidy and presentable, with all necessary stationery and materials (e.g. pens, forms and brochures)
- Managing the booking of meeting spaces
- Providing accurate information in-person and via phone/email
- Maintaining office security by following safety procedures and controlling access via the reception desk (monitor logbooks, laptop lockers etc)
- Provide general desk-based support to the Administration Team (updating spreadsheets/databases, drafting letters etc)
- Support for internal meetings/events and other ad-hoc arrangements happening in the office

General

- Actively engaging with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Training and talent development will be central to the organisation as we approach The Factory. All job roles are expected to engage with our training and development activity, be willing to support our training programmes
- Any other duties that are commensurate with the post

Future Flexibility

MIF is currently undergoing a significant period of organisational change as we grow and develop to operate The Factory. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job titles, roles and departmental structures





Person Specification

Essential

- Good interpersonal skills and a good communicator
- Excellent people skills – able to welcome visitors and phone callers in a warm, friendly and professional manner
- Ability to work on own initiative as well as part of a team
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Knowledge of a diverse range of cultures and traditions, and proven ability to work with people from a wide variety of backgrounds
- Enthusiasm for training, mentoring and support of emerging talent

Desirable

- Previous data entry experience
- Knowledge of and enthusiasm for a range of arts and culture



Selection Process - Guidance for Applicants

The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role, outlined in the person specification.

As such, please consider how your qualities, skills and experience meet the person specification - either directly or with transferable skills from other sectors - and demonstrate in your responses your knowledge and experience in relation to each of the points.

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.

MIF is an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds and from sectors outside the Arts.

We are particularly committed to supporting applications from diverse and Disabled/Deaf people and will work to support any access requirements to ensure support is in place as required by the Single Equalities Act 2010.

If you require any access support if selected for interview, please inform the MIF office.



Terms and Conditions

- **Salary:** £18,000 pro rata (based on experience)
- **Contract:** Fixed Term (01 February 2019 – 31 July 2019)
- **Location:** Manchester. The role may involve travel around the UK or internationally depending on the project(s) you are working on
- **Hours:** 35 per week
- Due to the nature of the role/projects we undertake there will be an expectation (particularly during the Festival but also at other busy times) of additional evening/weekend work. 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 salary ranges
- Annual leave entitlement is 25 days a year plus public holidays
- There will be a three-month probationary period for this position