

MIF

Executive Director

Closing date: 12pm, Tuesday 02 July 2019





About MIF and The Factory

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 seek to reflect the extraordinary diversity of our city at every level of our organisation and programme.
- **International:** We 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 create a space for ambitious cultural exchange and the imagining of new global possibilities.

MIF brings together world-renowned artists from different art forms and backgrounds to create dynamic, innovative and forward-thinking new work, which we stage 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, New Order, Zaha Hadid Architects, Thomas Ostermeier, FKA twigs, Punchdrunk** and **Marina Abramović**. Our 2019 Festival features world premieres and special events by **Yoko Ono, Philip Glass, Maxine Peake, Laurie Anderson, Janelle Monáe** and **Skept**a, among many others.

We work closely with venues, festivals and other cultural organisations globally, whose financial and creative input helps to make many of our 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 in Manchester, with a community of creative people from all backgrounds, ages and corners of the city forging closer connections with the Festival.

MIF next takes place on 4-21 July 2019.

“MIF 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 Chief Executive, MIF



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

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 and attract 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 will offer a programme of backstage training and skills for people living in Greater Manchester, aimed at building and nurturing the next generation of creative talent.

The Factory's unique structure is designed by world-leading architects OMA, founded by Rem Koolhaas. OMA's 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 groundbreaking work, and will strengthen Manchester's reputation as a globally important cultural centre, creating jobs and offering training and skills development opportunities.



Executive Director

Job Description

Reporting to: Artistic Director and Chief Executive

Responsible for: Commercial leadership, finance and resources, business planning, venue operations, technical and producing

This role will also function as Deputy Chief Executive.

Main Purpose

Working closely with the Artistic Director and Chief Executive, this role will provide visionary commercial leadership for The Factory and MIF, with responsibility for business planning. The role will have oversight of the Producing, Venue Operations, Technical, Administrative and Finance functions, and will engage actively with the Digital and Technological ambitions of the organisation.

Key Responsibilities

- **Commercial development:** Identifying and acting on opportunities for commercial development and implementing strategies to drive revenue and business growth – with a focus on the monetisation of assets, maximising financial return from the brand and products of the Factory.
- **Partnership development:** Identifying and securing key commercial partnerships and sponsorships, including opportunities to maximise return on content developed at The Factory/MIF.
- **Strategy and planning:** Overseeing the continued development and execution of business, organisational and operational plans for The Factory, MIF and digital and international activities, working closely with the Executive and Senior Management teams.
- **Financial management:** Overseeing compliant and sustainable financial management of the company, working closely with the Artistic Director and Chief Executive, MIF's Finance team, the Board and Finance and Audit Committee.
- **Producing:** Overseeing the producing function with a view to maximising the impact of and return on Factory/MIF content and activities, including through innovative approaches to digitisation, production and dissemination along with a visionary attitude towards new formats and technologies.
- **Venue leadership:** Providing leadership in The Factory, and ensuring that full systems and staffing are in place for an extraordinary and world-leading visitor experience.

- **Operations and support services:** Overseeing administrative planning and execution for The Factory and MIF, including office management, HR, legal, IT and systems.
- **Governance and funding:** Working with the Executive, the Senior Management team and the Board to ensure effective management of governance matters and successful funding relationships with key revenue supporters.

General responsibilities

- 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.
- Actively engaging with our training and development activities and supporting our training programmes – training and talent development will be central to the organisation as we approach the opening of The Factory.
- 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

We are looking for an entrepreneurial Executive Director with an appetite for innovative, unusual and challenging projects – an individual who has the vision to map out a new commercial landscape for The Factory and MIF, identifying market opportunities around brand, content, and the building, and developing new national and international partnerships.

Also serving as Deputy Chief Executive, the successful candidate will be able to provide leadership to the organisation and will also bring an excellent understanding of and broad range of strategic, financial and operational skills, with a vision for The Factory as a venue, a content producer, a training provider and an international presence.

Essential

- Demonstrable commercial vision, with strong entrepreneurial skills and a natural ability to spot new opportunities
- Strategic and innovative mindset with the ability to plan, develop and implement a commercial strategy that underpins and expands the creative vision
- Proven ability to translate strategy into compelling investment propositions
- Deep understanding of the changing drivers of the sponsorship market – regionally, nationally and internationally
- Proven business planning experience at a senior level
- Financial and commercial acumen to oversee and guide the finance and business planning functions of the organisation, ensuring long-term viability
- Proven leadership and management skills, with the capacity to keep a team inspired even in difficult times
- Passion for what can be achieved through the arts and cultural activity
- Experience and proven ability working in a demanding and busy role, with the ability to manage and deal with a wide variety of complex issues at any one time
- Emotional intelligence and appreciation of how to work collaboratively in a creative environment

Desirable

- An understanding of the emerging media and creative industries landscape, including future digital opportunities
- Enthusiasm for training, mentoring and support of emerging talent



- Understanding of and passion for the spirit and potential of a truly great arts venue – from venue management to staff ethos to customer experience
- Commitment to championing diversity at every level of an organisation, with a knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds

Note: The structure and functions sitting under this role are currently being developed as the organisation shifts from being a biennial Festival to a year-round venue, content producer, training provider and international presence. The final structure of roles sitting under the Executive Director will be decided partly in consideration of the skill set of the appointee – for example, whether or not they bring financial qualifications to the role.



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, as 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:** This is a senior appointment and salary will be agreed with the preferred candidate
- **Location:** Manchester – the role may involve travel around the UK or internationally depending on the project(s) you are working on
- **Hours:** As needed
- Annual leave entitlement is 25 days a year plus public holidays.
- There will be a three-month probationary period for this position, during which your notice period will be one week. The notice period will increase to six months once the probationary period is complete.
- Pension: Auto-enrollment begins three months after start date and payments are matched for the first 5% of the employee's contribution.

How to Apply

- Saxton Bampfylde Ltd is acting as an employment agency advisor to MIF for this appointment.
- Candidates should apply for this role through the website at www.saxbam.com/appointments using code **EAFAPA**.
- Click on the 'apply' button and follow the instructions to upload a CV and covering letter to complete the application.
- The closing date for applications is noon on Tuesday 02 July 2019.
- For an informal conversation about the role please call Ginny Jones on her direct dial number 0207 227 0882.