

## Cultural Skills and Training Coordinator



## How to apply

To apply for this role, please complete the online application form at [mif.co.uk/about-us/work-with-us](https://mif.co.uk/about-us/work-with-us)

If you require further information (including requests for printed forms/access support), please contact us on **0161 817 4500**.



## Cultural Skills and Training Coordinator (Maternity Cover)

Reporting to: Skills and Training Director

Working closely with: **Internal**  
Creative Engagement, Producing, International,  
Marketing and PR, HR/Operations  
**External**  
Training Partners, Referral Agencies, City Council,  
Cultural Venues throughout Greater Manchester,  
Funding Bodies

### Main Purpose

Project coordination to support effective administration and delivery of the Greater Manchester Cultural Skills Consortium and The Factory Academy pilot project. The Factory Academy's aim is to diversify the Arts and Cultural workforce by creating new entry points into the sector –through pathways that don't require a degree, specifically traineeships and apprenticeships. The project coordinator is a pivotal role in the delivery of the pilot programme and you will support the Skills and Training Director in a range of control activities, whilst leading your own delivery workstreams.

### Responsibilities

- Liaise with and build effective relationships and ensure regular communications with skills, education and cultural stakeholders including The Factory Academy training partners and cultural venues throughout Greater Manchester including the Greater Manchester Cultural Skills Consortium members
- Coordinate and monitor activities relating to the The Factory Academy project including scheduling key operational meetings and logging key risks
- Support in the preparation of project reports and updates for internal and external stakeholders
- Support the development and delivery of specific training workstreams such as curriculum development and recruitment programmes that reach target groups
- Plan and coordinate Greater Manchester Cultural Skills Consortium meetings including arranging invitations, venues, speakers and managing responses (use of in house IT systems)
- Support the Skills and Training Director to develop a plan to lead The Factory Academy to becoming a registered apprenticeship training provider
- Support in budget preparation, monitoring and completion of visa reconciliations

- Research new strategic opportunities and partnerships, including internationally
- Support fundraising activity and grant applications
- Liaise with artists, companies and producers in respect of training and education delivery
- Supervision and mentoring of trainees and apprentices with a focus on pastoral care

#### General

- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- 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

- Experience of project coordination, support or administration
- Experience of scheduling and coordinating project meetings
- Experience of producing reports and other project documentation
- Experience of building good relationships with internal and external partners
- 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

- Knowledge of and enthusiasm for a range of arts and culture
- Knowledge or understanding of the education and skills landscape in England
- Knowledge of safeguarding of young people
- Experience of working with or for training/learning providers
- Organised, self-motivated, with the ability to work across a range of events simultaneously
- Ability to manage multiple priorities and meet deadlines
- Excellent organisational and administration skills
- Excellent communication skills
- Good computer skills
- Experience of using social media, personally or professionally
- Accuracy within work, with an excellent attention to detail
- 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

## Terms and Conditions

Salary:	£25-27,000pa (dependent on experience)
Contract:	Maternity cover (12 months Fixed term)
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

MIF has a wide range of projects happening at differing times, with many of our events taking place during evenings and weekends, and a number of roles will require capacity to work during these hours.

This is taken into consideration when designing job descriptions and setting salaries. During busy periods such as the festival, additional hours may be required, again this is taken into account when setting salaries. We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable work load.

Probation:	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 three months once the probationary period is complete
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## Staff Benefits

- Annual leave entitlement is 25 days a year plus public holidays
- Pension: Autoenrollment begins three months after start date and payments are matched for the first 5% of employee's contribution
- MIF offers a travel loan scheme via salary sacrifice
- All MIF employees have access to an Employee Assistance programme operated by [Health Assured](#)
- MIF are committed to supporting employees with their personal development, regularly offering organisation-wide training such as Carbon Literacy, BSL or Mental Health First Aid, along with department specific and individual training opportunities

## About MIF

Manchester International Festival (MIF) is the world's first festival of original, new work and special events, staged every two years in Manchester, UK. MIF launched in 2007 as an artist-led festival presenting 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 has commissioned, produced and presented world premieres by artists including [Marina Abramović](#), [Damon Albarn](#), [Björk](#), [Boris Charmatz](#), [Jeremy Deller](#), [Idris Elba](#) and [Kwame Kwei-Armah](#), [Elbow](#), [Philip Glass](#), [Wayne McGregor](#), [Steve McQueen](#), [Sharmeen Obaid-Chinoy](#), [Skepta](#), [Yoko Ono](#), [Thomas Ostermeier](#), [Maxine Peake](#), [Punchdrunk](#), [The xx](#), [Robert Wilson](#) and [Zaha Hadid Architects](#).

These and other world-renowned artists from different art forms and backgrounds 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. MIF works closely with venues, festivals and other cultural organisations globally, whose financial and creative input helps to make many of these projects possible and ensures that work made at MIF goes on to be seen around the world.

MIF supports a year-round Creative Engagement programme, bringing opportunities for people from all backgrounds, ages and from all corners of the city to get involved during the Festival and year-round, as volunteers, as participants in shows, through skills development workshops and a host of creative activities, such as Festival in My House.

MIF will also be the operator for The Factory, the new world-class cultural space being developed in the heart of Manchester, designed by internationally-renowned architects Rem Koolhaas' OMA. Due to open in 2021, The Factory will commission, present and produce a year-round programme, featuring new work from the world's greatest artists and offering a space to make, explore and experiment. Attracting up to 850,000 visitors, The Factory will add £1.1 billion to the economy and create 1,500 jobs. Its pioneering programme of skills, training and engagement will benefit local people and the next generation of creative talent from across the city, whilst apprenticeships and trainee schemes are already underway during the construction phase.



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

## Selection Process Guidance for Applicants

MIF is committed to equality for everyone and we encourage you to apply no matter what your 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 based on fair and open competition. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications from Disabled/Deaf people and those from diverse backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are 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 using the contact details below:

Email: [recruitment@mif.co.uk](mailto:recruitment@mif.co.uk)

Phone: 0161 817 4500

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