



LOVE WORKING WITH PEOPLE AND MAKING THINGS HAPPEN? JOIN THE TEAM AT MANCHESTER INTERNATIONAL FESTIVAL

What is Manchester International Festival (MIF)?

We're an arts festival that takes place every two years, inviting exciting artists from across the world to create new work – performance, music, movement, technology and visual art – for places and spaces across Manchester. The next Festival will take place from 1-18 July 2021.

We will soon be opening The Factory, a world-class cultural space currently being built in central Manchester, where we'll present a year-round programme and have a space in which to welcome communities from Greater Manchester and beyond.

We live by our values – open, determined, inventive, extraordinary and international – and are committed to ensuring our audiences, participants and staff represent the diversity of our city.

What is the opportunity?

We're looking for a number of **Freelance Engagement Coordinators** to work with us on next year's Festival. This opportunity is all about reaching out to the widest range of people across Greater Manchester and supporting them to get involved in our exciting productions at MIF21.

It's an extremely varied role which could see you working with hundreds of participants to create something for a one-off event, to managing a community chorus of 30. You might be coordinating activity within schools, or finding fifty cyclists for a public performance.

The work we do takes dedication but is incredibly rewarding. You don't need to have worked in the arts before – the transferable skills we're looking for are **commitment, communication, attention to detail, passion, people** and **project management**.

How do I apply?

We have a range of opportunities available with each project requiring different levels of skills and experience. We want to reach as many people with these opportunities as possible and bring together a pool of people from which we can then recruit from for various projects – matching the right people to the right projects.

We are committed to fair pay in the arts and – if selected from the pool – your fee, start date and contract length will be negotiated depending on the project you work on.

This will be a rolling application process with our first round of recruitment into the pool currently underway. To be considered for our second round of recruitment, please make sure your application is submitted by **04 December**. The majority of other projects will need people from early 2021.

If you're interested in being considered for our Freelance Engagement Coordinator pool, please complete the short application form [here](#). If you have any questions or want to chat more about this opportunity, please get in touch with the Creative Engagement team by emailing: creativeengagement@mif.co.uk.



FREELANCE ENGAGEMENT COORDINATOR

As a Freelance Engagement Coordinator you will work closely with members of MIF's Creative Engagement and Producing teams at to:

- Research and engage with individuals and groups across Greater Manchester according to the project need. This might be individuals, community groups, schools and businesses amongst others;
- Lead on the recruitment of participants and partners via face-to-face meetings, calls and emails – actively promoting the opportunities and generating interest;
- Promptly respond to questions and enquiries from prospective participants and partners and ensure that all information, contact details and records of conversations are continuously kept up to date;
- Be the main point of contact – providing duty of care and ensuring a consistent, worthwhile and enjoyable experience;
- Ensure regular communication around details of sessions / rehearsals / events to ensure attendance and support with associated reimbursement;
- Attend meetings with artists, creative teams, communication teams and other collaborators as required to provide them with relevant information;
- Work in line with MIF's Engagement Policy and other related policies such as Safeguarding, Health & Safety and GDPR to ensure the duty of care for all participants;
- Be involved in the evaluation process after completion of the project.