



WEBSITE PROJECT MANAGER

MIF are seeking a specialist Website Project Manager (for immediate start) to project manage the development of The Factory website and maintain the Manchester International Festival websites.

This will require someone organized and personable with experience and understanding of technical requirements for the project

The key areas are:

Project Management of The Factory website

Maintain and manage the relationship between MIF, stakeholders and The Interaction Consortium our website development agency for The Factory by;

- supporting the project lead with delivery of the project objectives and benefits
- develop and maintain a detailed project plan coordinating activity and helping make timely decisions
- monitor costs and tracking of benefits
- facilitate capturing, documenting and agree requirements to deliver the project deliverables
- Establish effective risk, issue and dependency management. This includes managing stakeholders and integration with other systems
- Ensure that the scope of the project is clear, documented and that effective change control is in place
- Implement and monitor testing processes and work alongside the technical team in order to address any issues
- Support Domain management working with IT team
- Set up processes for monitoring and maintaining the site once live – including review of user journeys, metrics and managing any updates that may be required

Maintenance and Security of current MIF site (until March 2021)

- Working with external agency OH Digital to complete maintenance and security updates on the MIF site
- Troubleshooting – process and actioning, resolving issues and escalating issues
- Prioritisation with OH Digital and MIF
- Liaising with UK Fast, MIF's hosting site
- Reactivity to any site issues between now and March 2021
- Manage user permissions on the Wordpress site
- Keep all website documentation up to date
- Management and updating of current domains for MIF and any sub domains
- Product reviews with UK Fast, OH Digital and internal IT department e.g. security and maintenance



Manchester
International
Festival

Terms

This role is offered on a freelance contract reporting to Heather Kipling, Content Manager.

The contract would span 12 months, we anticipate the activity/work to take place 6-8 days per month during September 2020 - March 2021 and 4-6 days per month between March - September 2021. Working hours would be flexible as agreed with MIF, note the Interaction Consortium are an Australian based company so this may impact on meeting hours.

Day Rate negotiable.

Expressions of interest are by letter and CV to recruitment@mif.co.uk The covering letter (no more than 2 sides of A4) should detail what skills and experience you can offer in this role and why you would like the job. Please include links to any example projects that may be relevant where possible.