



Equipment & Logistics Coordinator (FREELANCE)

Closing Date – 15 January 2021

We're looking for an Equipment & Logistics coordinator to join the Technical team and to work with us on Manchester International Festival (MIF) 2021. We are particularly looking for people with experience of working on Festival sites, in arts venues and/or theatres and possess a solid understanding of technical and site equipment.

MIF invites great artists from across the globe to create extraordinary new work for the Festival, which is staged every two years at venues and found spaces across Manchester. Our future home is The Factory, a world-class cultural space being built in the heart of the city, where we'll present a year-round programme and artists will be able to develop work of huge ambition and scale that they might not be able to anywhere else.

What we're looking for

Manchester International Festival produces and presents a number of projects in different art-forms and scales across the city during the festival, anywhere from traditional theatre venues to found spaces. As the Equipment & Logistics coordinator you will take charge of the booking and logistical delivery of technical and site equipment to a wide range of projects, leading up to and during MIF21. Ideally you would have

- Experience managing external suppliers
- good working connections across the city
- ability to run multiple tasks simultaneously within a busy department
- a positive and enthusiastic attitude, with a flexible approach to developing and delivering the job
- Ability to work remotely at times on your own initiative as well as part of a team
- A good understanding of technical and site equipment
- Knowledge or experience of drawing packages ie AutoCAD or Vectorworks
- A commitment to sustainability in the delivery of the role

Terms

This role is offered on a freelance basis reporting to our Technical Director

This role will be on a part time basis (roughly 2-3 days per week) from February until April at which point we would expect this to increase to 5 days per week until the end of July. Expected days are to be worked flexibly depending on your availability. You must be available for the entirety of MIF21, 01-18 July 2021.



The ongoing impacts of COVID-19 means the nature of projects, including the Festival, may change at short notice which may impact on the duration and scope of Freelance engagements. At the point of contract a fair and equitable rate will be negotiated based on the agreed brief. However we anticipate this will be a £12k fee.

This role will:

- Book technical and site equipment for productions and venues
- Build relationships with suppliers to secure competitive pricing and excellent customer service
- Liaise with site managers and production managers to ensure required items are ordered and delivered to site within schedule and on budget.
- Liaise with suppliers to overcome any problems with deliveries and collections and with issues with equipment when on site.
- Ensure equipment is returned on time and in the correct working order
- Keep an accurate log of all bookings and costs
- Manage payment processes including raising purchase orders and processing invoices
- Assist the technical department with other duties that are commensurate with the post

MIF is currently undergoing a significant period of organisational change as we grow and develop to operate The Factory, therefore everyone will be required to show a flexible approach to this process – which may involve revisions around scope of role or project focus.

If you're interested in being part of MIF and The Factory please email a cover letter and CV to interest@mif.co.uk. The covering letter (no more than two sides of A4) should tell us

1. why you are interested in working with MIF
2. what skills and experience you are able to contribute
3. your availability from now until end July 2021

We also ask that you complete our online Equal Opportunities Monitoring form – [here](#). This information will inform us as we continue to build diversity and opportunity into everything we do.

We look forward to hearing from you, but if you have any questions or want to have a chat about the roles that are coming up, please get in touch at interest@mif.co.uk

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