

RECRUITMENT PACK



**factory
international**

FACTORY INTERNATIONAL

Factory International is the organisation behind Manchester International Festival (MIF) and the landmark new cultural space, Aviva Studios – helping to put Manchester on the map as a world-leading destination for art. Producing an ambitious year-round programme of original work and one-of-a-kind events, Factory International builds on the magic of MIF – hosting the Festival every other year at its new home and venues across Greater Manchester.

Rooted in the city, Factory International creates space for the world's most exciting artists to invent tomorrow together, while supporting next generation of local talent into the creative industries. It will be a place to come together, to create, invent and play!

Want to join us?

At Factory International we'll be:

- Finding new ways to think about, bring to life and distribute our work
- Offering opportunities for employment, training and learning across the region
- Establishing an open, far-reaching and sustainable space for exploration – loved locally and celebrated worldwide

So it's official: we are shooting for the stars. **Can you help?** Whether you are a technical whizz that leaves no margin for error or someone that really gets customer service, an early starter learning the ropes or a wise head ready to take the lead, we want to hear from you.

At Factory International we have a simple but ambitious vision: To Invent Tomorrow Together.

Our Mission - Through art, music and culture, in digital and physical space, our mission is to create the meeting points between imagined futures and real lives.

We believe in being open, inventive, equitable, determined and international. These are the values we embody through the work we do and how we do it – representing Greater Manchester and making Factory International a great place to work too.



EQUALITY AND INCLUSION

Factory International 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,
Factory International



As of Dec 2023, we have 134 permanent staff – of which 28% are from Black, Asian and ethnic diaspora backgrounds, 16% declared themselves as having a disability and 28% identified as LGBTQI+. We are continually reviewing recruitment processes and our internal support for all employees as part of our ongoing commitment to diversifying the workforce in the creative industries. Factory International has a detailed Equalities Action Plan, which includes an Equalities Working Group, reporting to Executive and Board, and sub-groups with specific communities, including Race Representation Group, Pride (LGBTQI+) Group, Disability Representation Group, Gender Equality Group and Socio-Economic Mobility Group.



Director of Producing & Programme

Reports to	Venue Director
Responsible for	Producing, Scheduling, Event Management and Artist Liaison Teams
Key working relationships	Artistic Director & CEO, Creative Director, Director of Production & Building Operations, Director of Audiences, Head of International Partnerships, Head of Music, Head of Commercial Events, Director of Creative Engagement, Finance Director
Salary	circa £65,000 per annum (dependent on experience)
Contract	Permanent
Location	Manchester
Hours	40 hours per week
Closing Date	19 Feb 2024

CONTEXT

At Factory International we want to bring together a talented team of people, we're looking for motivated and passionate people from all backgrounds and skillsets to join our diverse and supportive talent. Reaching out into every corner of Manchester and harnessing the talent and energy that is found across the city and beyond.

At Factory International various pastoral support routes are in place including additional support for those with caring responsibilities and access to external professional support services with a focus on wellbeing. Flexible working, including part time and job-share options will be considered for all suitable roles.

JOB SUMMARY

The Director of Producing & Programme is accountable for the planning and delivery of Factory International's programme of work at our new venue Aviva Studios and within the bi-annual Manchester International Festival.

The post holder leads a broad team comprising of Executive Producers, permanent and freelance Producers, Event Managers, Schedulers and Artist Liaison.

This team are responsible for planning and delivering a programme including large scale complex original artworks, productions and co-productions, including digital, a full curated and commercial music programme, commercial events and community co-curated and focused events from the intimate to the ambitious in scale. Productions and events are made in Manchester and internationally and are produced in partnership with local communities as well as major international festivals and venues.

The Director of Producing & Programme manages the artistic programme delivery budgets, in close collaboration with the Artistic and Creative Directors and Head of International Partnerships.

This is a senior role and the post holder will play an integral role in the evolution of Factory International's programme and wider organisational development at this very exciting time.



RESPONSIBILITIES

Leadership and Cross departmental

- Working with the Venue Director and the Factory International Director Team to develop an effective and efficient operating model in support of our broadening year-round programme
- Develop Factory International's organisational culture and ways of working through fostering a cross departmental approach to planning and delivering the programme of work in Aviva Studios and the bi-annual Festival, ensuring all KPI's including diversity, access, sustainability and audience targets are met
- As a senior Director to contribute to the development of Factory International's 5 year rolling business plan

Programme delivery

- Lead, manage and oversee delivery of the overall programme of projects and events:
 - Lead on resource planning for programme delivery, ensuring an agile, flexible approach that meets the needs of the programme in Manchester and beyond
 - Manage the overview of all annual programme budgets, supporting the artistic and commercial leads in the planning and delivery of a programme of work that's delivers our creative ambition and financial targets
- Chair the Programme Planning Meetings and Programme Delivery meetings and driving forward a Project Team approach to delivering the programme
- Provide leadership to the Producing & Programme Delivery departments including line management of the Executive Producers, Head of Scheduling & Producing Administration, and Event Managers
- Oversee development of the legal and contractual framework for the wider producing and programme delivery: including commercial and digital agreements. Ensuring that the right legal support is available to advise on all aspects, including rights royalties and licensing and that contracts are fit for purpose
- Work closely with the Director of Production & Building Operations and technical teams towards the highest quality realisation of individual projects and events across the annual venue programme and bi-annual Festival programme

Co-commissioning & Co-producing

- Oversee the relationships with external national, international and regional based co-commissioning and co-producing partnerships, supporting Executive Producers, Head of International Partnerships, Head of Music, Head of Commercial Events and Creative Engagement Director where required on specific projects

R&D

- Support the work of the Artistic Director and Creative Director through assignment of R&D resources, advancing works, scheduling and coordination advice as they shape and develop the programme

Scheduling

- Advise the Artistic and Creative Director on optimal scheduling scenarios in order to realise a vibrant, diverse year-round programme and optimise venue utilisation
- Accountable for the further development of the scheduling system in a way that meets the Company's planning and operational needs working closely with the Head of Scheduling & Producing Administration

Music and Commercial Events

- Through the Event Managers, support the delivery of the Music and Commercial Events programme, ensuring organisational focus and resources are applied appropriately to these developing programme areas and that relationships with external promoters, co-presenters and commercial clients are nurtured

Team Development

- Build a strong collaborative team and proactively support training and development pathways for existing team members
- Work with colleagues in Factory Academy, and the wider sector, to open up employment opportunities to those often excluded from the arts, with a specific focus on diversifying the producing and event delivery teams at Factory International



PERSON SPECIFICATION

ESSENTIAL

- Experience of leadership at a senior level within a complex organisation, contributing to organisational change, strategy development and business planning
- Experience of leading large scale multi-partner co-commissioning, co-productions and co-presentations
- Ability to scope and plan the resources required to deliver a year-round venue-based programme and a cyclical Festival Programme
- Track record of building and enabling effective collaborative teams and introducing and embedding new working processes and approaches
- High level of financial acumen, proven experience of managing substantial budgets
- Previous experience handling the contractual requirements of creative and commercial works and a track record of negotiating deals, including IP
- Understanding and/or experience of commercial music presentation and ability to proactively support an extensive gig programme across different spaces and sites
- Demonstrable understanding of the delivery requirements of commercial and corporate events
- Strong and adaptive communication skills with a record of handling complex situations with diplomacy, tact and clarity
- Highly technologically competent with an appetite for digital and technological innovation
- Proven commitment to building a diverse workforce and championing new and diverse voices within a creative programme

DESIRABLE

- Experience of driving organisational change and evolution
- Experience of working with the Creative and Artistic leadership of an organisation and artists from a diverse range of backgrounds and experiences
- Experience of international coproductions, touring and/or transfers
- Enthusiasm for training, mentoring and support of emerging talent



General

- Actively engaging with the organisation’s vision and policies regarding equality, representation and inclusion, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- Training and talent development is central to the way that Factory International work. All job roles are expected to contribute to our training and development activity, contributing time to supporting our training programmes on site and occasionally off site
- To work closely with the Executive and Senior Management Team to aid the development of the overall vision, direction and tone for Factory International
- Any other duties that are commensurate with the post
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FLEXIBILITY

Factory International is currently undergoing a significant period of organisational change as we grow and develop to operate the venue. Any new appointees will be required to show a flexible approach to this process – which may involve revisions around job description, titles, roles and departmental structures

Factory International has a wide range of projects happening at differing times, with many of our roles requiring some capacity to work outside of usual office hours. This is taken into consideration when designing job descriptions and 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 workload.

Probation: There will be a three-month probationary period for this position, during which your notice period will be two weeks. The notice period will increase to three months once the probationary period is complete

STAFF BENEFITS

- Annual leave entitlement is 25 days a year plus public holidays (pro rata dependent on hours of work)
- Pension: Auto enrollment begins three months after start date and payments are matched for the first 5% of employee’s contribution
- Factory International offers a travel loan scheme and cycle to work scheme via salary sacrifice
- All employees have access to an Employee Assistance programme operated by [Health Assured](#)
- Medcash Health Plan: auto enrolment begins after three months service for all eligible employees.
- We 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
- Factory International have a Staff Development Fund - £200pa accessible to eligible employees who have passed their probation - for tickets, events, training, or development opportunities



GUIDANCE FOR APPLICANTS

Factory International 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.

Factory International 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 individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio-economic 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 Equality Act 2010.

As part of Factory International's commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a job vacancy will be interviewed, please refer below on clarification when this may not be possible. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people.

If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please inform the Factory International via recruitment@factoryinternational.org

Factory International are committed to safeguarding and protecting the people that use our facilities, engage in our activities and events, creating a setting where everyone feels welcome and safe. Where roles are subject to a safer recruitment process this will include scrutiny of employment or training history (where relevant), robust referencing and may include a check on criminal record history if the role involves contact with children, young people or adults at risk. This is in line with our DBS & Ex-Offenders Policy and the Rehabilitation of Offenders Act 1974.

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.

