

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 June 2024, we have 213 staff – of which 27% are from Black, Asian and ethnic diaspora backgrounds, 22% declared themselves as having a disability and 29% 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.



Head of Video

Reports to	Technical Manager
Responsible for	relevant Technical departments, incl core teams, casual and freelance pools
Salary	£41,200 per annum (dependent on experience)
Contract	Permanent
Location	Manchester
Hours	40 hours per week <i>(this is 8 working hours + one-hour unpaid lunch break eg 9am-6pm)</i>
Closing Date	07 September 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.

We're looking for people who are good communicators, enthusiastic, and want to be part of something new.

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

Factory International has large flexible conjoined performance spaces that can be configured in a number of ways including a 64m long, 33m wide warehouse space or a 1600 seat auditorium with a 22m wide, 11m high proscenium arch leading to a 33m deep stage, and everything in between. Our artists stretch the ambition further reaching into every part of the building and the surrounding grounds. Our expert technical teams deliver the physical elements of all shows, artworks and events, working closely with the Programming and Producing teams to realise innovative ideas and making sure they are created in a safe, sustainable and exciting way.

We are looking for expertise from all artforms; visual and performing arts, live music, theatre, exhibitions, corporate events and beyond. The Heads of Department will collectively lead a diverse range of core staff drawn from a wide range of backgrounds and experience - from exhibition technicians and carpenters to lighting and VR technicians to riggers and sound engineers. Dealing with complex logistics, the team will make sure that all of our spaces, events and shows are delivered to an exceptional standard and accessible to everyone. We're looking for people who are good communicators, enthusiastic, and who want to be part of something new and unique. Factory International is a place to be proud of your background, your experience and your expertise, while also providing the opportunity to learn and develop new skills.



RESPONSIBILITIES

- Responsible for the operation of all aspects of Factory International's technical equipment with particular emphasis on production video, video capture and streaming
- Organise the smooth running of the get ins and fit up, show runs, and get outs, planning appropriate staffing levels and equipment for the department, and ensuring that this is carried out in accordance with current Health & Safety legislation and Environmental Good Practice
- Lead discipline specific team members to oversee production video within the creation and delivery of artworks, concerts, shows and events; including screens, projections, cameras and media servers. This extends to supporting Virtual Reality & Augmented reality systems
- Managing the day-to-day work of the digital production function, working with colleagues to facilitate effective and efficient management of productions ranging from small-scale filming to multi-camera captures and live OBs. This will include developing a system for receiving and prioritising briefs, supporting the scheduling and planning filming and editing, monitoring the ongoing status of projects and briefing them in with delivery teams
- Liaise with visiting technical departments, ensuring their requirements are met, they are compliant with Factory policies and there is maximum exploitation of the commercial contract. Develop and promote production related income streams
- Cover the position of Technical Duty Manager on a rota basis and manage other technical departments in the absence of the relevant manager. Provide advice to all other users of the venue with regard to the safe and proper use of technical and stage equipment with specific emphasis on lighting, production video and power distribution
- In conjunction with other Department Heads plan and deliver an effective programme of maintenance (inc. Planned Preventative Maintenance), housekeeping, stock control and testing for all appliances and performance related equipment in the building. Oversee and operate the departmental overhead and show budgets in line with company regulations and procedures
- In conjunction with the Technical Manager, Director of Production & Building Operations and HR Department, plan and carry out the recruitment, development and training of technical staff, ensuring the needs of the department are met

General

- Actively engaging with the organisation's vision and policies regarding equality, representation and inclusion, artistic ambition, participation and engagement, health and safety, sustainability, reporting 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
- Any other duties that are commensurate with the post

FUTURE 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



PERSON SPECIFICATION

ESSENTIAL

- Proven experience of technical production in one or more art form (live music, theatre, performance art, etc), preferably in a producing environment
- Extensive knowledge of, and experience in, concert and/or theatre lighting equipment and setups, moving lights and networking.
- A good knowledge and understanding of current AV equipment and practices.
- Experience of managing a large department with demonstrable leadership and supervisory skills
- Ability to manage and communicate with staff effectively at all levels
- Demonstrable experience of producing and managing budgets
- Ability to work well under pressure and to prioritise competing workload demands
- Experience of receiving large scale national and international touring productions
- Proven experience of scheduling and planning staff requirements
- Knowledge of technical drawing programs including Auto CAD or Vector Works. Lighting design, and scale plan drawing and reading
- Knowledge of the principles relating to the safe use of electricity, and an ability to apply this knowledge in practical situations typically required in an entertainment environment
- Knowledge of a wide range of concert/theatre electrical equipment is essential including but not limited to: lighting control systems, dimmers and dimming techniques, pyrotechnics, temporary electrical installations, portable appliance testing
- Comfortable working at height
- Experience of Health & Safety practice and procedures including Risk Assessments
- Commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds

DESIRABLE

- A practical knowledge of LOLER, PUWER and other relevant Health and Safety regulations working within a large receiving venue
- Electrical qualification or training; BS 7671 18th Edition, BS 7909, C&G 2365 Lvl. 3, PAT testing & inspection, etc.
- IPAF, MEWP, PASMA training
- Good understanding of statutory regulations governing venues such as the Working Time Directive
- Experience of Co-production / collaboration with a variety of partners and stakeholders
- Understanding of working within the terms of the collective national union agreements.
- Technical drawing skills
- Knowledge of CAD, MS Office, Artifax Event or similar resource management system.
- Awareness of current trends in venue technology
- Electrical and mechanical engineering skills
- Experience of touring
- Full UK Drivers Licence
- Appropriate qualification in technical theatre from an accredited college, university, ABTT or industry relevant training courses
- Vocational qualification such as IRATA, PASMA, or CITB
- Understanding of employment issues
- Understanding of ABTT Technical Standards for Places of Entertainment
- Enthusiasm for training, mentoring and support of emerging talent



TERMS AND CONDITIONS

FLEXIBILITY

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 one week. 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.

