

RECRUITMENT PACK



factory
international



Technical Production Lead

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 us by joining our Technical Production Lead?**

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.

Front cover photo: *Free Your Mind* at Aviva Studios. Photo by Marco Cappelletti, courtesy of OMA and Factory International

Image: Keith Khan's *The Accountants* at Aviva Studios, May 2024 © Tristram Kenton



EQUITY 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 December 2024, we have 212 staff – of which 26% are from Global majority backgrounds, 22% declared themselves as having a disability and 33% 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 Diasporic Equality & Equity Group, Pride (LGBTQI+) Group, Disability Representation Group, Gender Equality Group and Socio-Economic Mobility Group.

Technical Production Lead

Reports to	Head of Production MIF25
Salary	up to £35,000 per annum (dependent on experience)
Contract	Fixed Term Contract (until end Aug 25)
Location	Manchester
Hours	40 hours per week <i>(this is 8 working hours + one-hour unpaid lunch break eg 9am-6pm)</i>
Closing Date	19 Jan 2025

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

Co-ordinate all MIF events & activities including store and inventory management, help facilitate the hiring and scheduling of technical production staff, parking & transport logistics, plant and equipment hire.

This is a single position with multiple coordination responsibilities, and you'll be directly supporting the Head of Production (MIF25) working from January 2025 through to the festival in July, and beyond, helping with the preparation, build-up, delivery and then, post-festival: financial reconciliation and closedown. The festival runs for 17 days in July 2025.



RESPONSIBILITIES

- Act as first line point of contact for the technical staff for both internal & external enquiries and in liaison with the Head of Production for MIF25
- Logistical planning for the electric vehicle ground transport service for production staff
- Assisting the Front of House teams with radio hire, management and charging of units
- Assist freelance workers who require wellbeing and / or pastoral support during the weeks prior to and during the festival
- Helping to produce the rotas, from production schedules, event set up forms and additional information, with permanent and fixed term staff under the guidance of Head of Production
- Process timesheets and new starters forms in a timely fashion, log hours & populate rotas as required
- Administer inductions of short-term contract staff within the production department (e.g. stage management)
- Help manage the Stores, collate information about what is required and arrange delivery/collection throughout the festival
- Assist with recruitment of technical staff/gathering information about what each project needs
- Help manage the relationship with MCC around parking suspensions/dispensations
- Booking of any equipment needed for Access performances
- Arrange plant and vehicle hires
- Use the company finance system to raise PO numbers and keep an accurate record of expenditure
- Be on hand to help with Stores drop offs/collections. This will require attendance to the offsite store(s) to supervise crew



PERSON SPECIFICATION

ESSENTIAL

- Experience of working in an administrative role or working in a technical department within any arts, theatre or music environment
- Experience liaising with internal and external customers and suppliers
- Strong interpersonal communication skills
- Excellent administrative, planning and organisational skills
- 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

- Experience of working in technical theatre/music/events/visual arts
- Experience of working as a Production Assistant or Administrator
- Experience in a pastoral or wellbeing role/Mental first aid at work qualification
- Broad knowledge of technical systems and equipment
- Payroll and timesheet administration
- Familiarity with AutoCAD
- Knowledge of producing theatre practice
- A good team player with ability to build positive working relationships with others
- Can work autonomously to agreed deadlines
- Ability to manage workload, multitask and prioritise appropriately
- Commitment to achieving high standards in all areas of work
- Enthusiasm for training, mentoring and support of emerging talent

Due to the nature of the work this role may be required to work outside of regular office hours.



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 two-month probationary period for this position, during which your notice period will be one week. The notice period will increase to one month 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](#)
- Medicash 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.

