



Application Information - Exhibitions & Events Officer

We are looking for an organised, creative and personable individual who is passionate about the arts to join Manchester Craft and Design Centre's small team as **Exhibitions & Events Officer**.

Closing date : **10am Wednesday 8th June 2022**

Please return your application by email with "Exhibitions & Events Officer Application" in the subject line to: contactus@craftanddesign.com

If you have any queries please get in touch at contactus@craftanddesign.com

Please note that late applications will not be considered.

If we have not contacted you by **Friday 10th June** we thank you for your application, but are sorry you have not been selected for an interview on this occasion.

Interviews will be held on **Monday 13th June** (to be confirmed).

Thank you for your interest in Manchester Craft and Design Centre.

**Manchester Craft & Design (MCAD)
Exhibitions & Events Officer Job Description**

Position	Exhibitions & Events Officer – Manchester Craft & Design
Salary	£22,127 p.a. (5 days per week - 35 hours)
Responsible to	MCAD Director
Employer	Manchester Craft & Design (MCAD)
Term	Fixed Term Contract until 31/3/2023 (subject to funding)

PURPOSE OF THE POST

The Exhibitions and Events Officer is a key member of our small team. The successful candidate will plan, programme and deliver a relevant and dynamic exhibitions and events programme for the Manchester Craft and Design Centre. The programme will build on valuable links with our community and stakeholders, engage existing and new audiences, and support MCAD to deliver against its charitable and commercial aims.

PRINCIPAL DUTIES

- Plan, programme and deliver a range of exhibitions and events to ensure high quality experiences and outcomes, on time and on budget.
- Work with freelance practitioners and the wider team to coordinate community consultation and audience development activity to support programme development.
- Build and maintain relationships with a wide range of communities and stakeholders to ensure a relevant and collaborative approach to exhibitions and events.
- Liaise with MCAD resident makers and a range of artists and creative practitioners, speakers, and partners to develop diverse creative programmes.
- Support the operational running of the Centre and facilitate enquiries, bookings and support for resident makers.
- Ensure excellent operational planning and delivery of exhibitions, events and event hire. Including but not limited to contracting, volunteer management, install/de-rig, liaising with suppliers, health and safety, safeguarding, risk assessment and budget management.
- Work with the Marketing Officer to create and deliver a multi-channel communication strategy to promote the creative programme effectively across both digital and offline channels.

- Work closely with the Development Officer to maximise opportunities for income generation including sponsorship, ticket sales and partnerships.
- Provide detailed and timely evaluation and reports to inform the Director, Board of Trustees and funders.
- Play an active role in raising the profile of MCAD nationally, including attending key meetings, exhibitions and conferences.
- Actively promote MCAD's values with a particular focus on Diversity, Equality and Inclusion.

Other Duties

- Undertake other duties and responsibilities of an equivalent nature as may be determined by the Director.
- Key holder responsibilities for the Centre premises, including alarm call-out duties.

Responsible for:

- Volunteers and work placement students
- Freelancers, consultants and suppliers

Responsible to:

Director

PERSON SPECIFICATION

Essential:

- Knowledge and understanding of craft, design and the wider cultural sector and, including the key issues affecting artists, makers and practitioners in the sector.
- Experience of working with artists and / or communities to create a diverse and inclusive programme.
- Experience in the planning and delivery of public exhibitions and events, or equivalent public facing projects.
- Experience in partnership working and collaborative environments, including the ability to communicate with a wide variety of people in a clear, concise and warm manner.
- Strong administration and project coordination skills including attention to detail, the ability to prioritise tasks, balance multiple priorities and ensure projects are seen through to completion.
- Good written communication skills, and the ability to produce high quality materials for a variety of purposes including reports, exhibition materials and digital content.
- High level numeracy skills and experience in preparing, administering and monitoring budgets.
- Strong I.T. and digital communication skills Good I.T. skills including social media.
- Resourceful and practical with a creative approach to working with limited resources.
- Willingness to take on a wide variety of tasks and work in a busy, public-facing creative environment.

Desirable:

- Knowledge and understanding of relevant arts networks and organisations.
- A proactive and entrepreneurial approach towards income generation.
- Knowledge and awareness of relevant legislation such as Health and Safety at Work Act, and the principles of Risk Assessment and Safeguarding.

All MCAD staff members are expected to demonstrate:

- Ability to work as part of a team and work under pressure.

- Open commitment to the principles of equal opportunities and Arts Council England's Creative Case for Diversity.
- Strong organisational skills, ability to plan and prioritise work and fulfil administrative duties.
- A flexible approach to working hours including an ability to work outside office hours, including some evening work, weekend work and travel off-site.
- Ability to identify and implement innovative solutions to problems.
- Tact and diplomacy in all interpersonal relationships with both users of the building and external agencies and contacts.
- Work in accordance with relevant legislation such as Safeguarding, Data Protection and the Health and Safety at Work Act.

This post is part-funded by Arts Council England and Manchester City Council.

About us

MCAD is Manchester's space for craft, community and making.

Manchester Craft & Design (MCAD) is a registered charity (charity no. 1173366) responsible for managing Manchester Craft & Design Centre (MCDC)

MCDC is located in a Victorian fish and poultry market building in the Northern Quarter of Manchester, at the heart of an innovative creative community. The premises is owned by Manchester City Council and has been in operation as a craft centre since 1982, in part leading the vanguard of regeneration in the Northern Quarter to its place today as a creative, lifestyle quarter of the city.

MCAD provides studio / retail accommodation for contemporary craftspeople and designers, organises a high-quality exhibitions programme and hosts a café (currently vacant).

Vision

We promote craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices.

MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage

with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

Values

All our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making.

1. Welcoming

We welcome all who wish to visit, work and learn with us. We aim to create spaces that are vibrant, social and safe. We base our plans on listening to our key constituencies, creatives and diverse communities and pursue ways to make our work more useful and relevant to more people. We actively seek to remove barriers to participation and leadership to those who might be excluded from our programmes, activities, staff team and governance.

2. Transparent

We behave with integrity and accountability around our decisions, programmes and strategies. We passionately believe in equality of opportunity and the value of craft and making in the world today. We look outwards for partners and projects with shared values.

3. Supportive

Our approach is compassionate and people-centered in our dealings with our creative community, staff, audiences and collaborators. We work towards shared wellbeing with everyone we encounter. We embrace our civic role to act on social injustice and climate change and to improve our local area.

4. Empowering

We seek to inspire and support creative and sustainable ways of living and working. We create opportunities for visitors to experience and participate in the positive power of making. We support creative careers and skills development, particularly for those with the least advantage and opportunity.

5. Vibrant

We support artistic, creative and entrepreneurial risk. We are confident and capable of making change. We are an innovative, listening and learning organisation, accumulating and embedding knowledge. We are energetic and well networked, generous in sharing our learning, and actively advocate for our sector.

Strategic Aims and Objectives

During our revisioning process, we also set out some strategic aims and objectives. We would like this community consultation to focus on the objective:

We will create space and activities for craft and community to flourish through

- Shared values.

- Creative contributors, staff, partners and stakeholders.
- Local community – wellbeing, diversity and inclusion.
- Both in and beyond our building.



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