



Connecting people through histories and heritage

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## **Festival Producer Manchester Histories Festival 2024.**

### **Festival 2024.**

Manchester Histories Festival will return for its 9th edition in June 2024. The festival will be a special celebration as we will join forces with the University of Manchester and Manchester Metropolitan University as they mark their 200th anniversaries.

The bicentenary of each university will focus on celebrating the difference the Universities have made to the city of Manchester, the country, and the world, recognising the achievements of its people, staff, students, donors, alumni, and external partners.

Manchester Histories will also hold a two-day open mic extravaganza at Manchester Central Library, where people from across Greater Manchester will have the chance to share their own unique stories about the histories and heritage that matter to them.

### **Background on Manchester Histories**

Manchester Histories is an award-winning charity that works collaboratively to reveal, share and celebrate Greater Manchester's diverse histories and heritage. We connect people to explore the past and shape the future through histories and heritage.

We are proud to celebrate the diversity, creativity, ingenuity and social principles of the people of the ten Greater Manchester districts. Our engagement with histories and heritage empowers people, both as creators and audiences, by recognising and valuing their stories. We develop our work in partnership with communities, academics, volunteers, artists, and organisations, so our work manifests itself in response to the people we work with and for.

As a result, Manchester Histories creates work that is innovative, creative and different. We deliver a yearlong public and community engagement programme and host the biennial Manchester Histories Festival.

Our values, aims and ambitions are set out in our three-year business plan. Which can be viewed [here](#).

History matters. It matters because we forever connect to those who came before, those who exist now, and those who will exist into the future. Manchester Histories does vital work supporting people to explore these connections.

## **Festival Producer role:**

Manchester Histories is seeking an experienced, self-motivated and enthusiastic festival producer to deliver Manchester Histories Festival 2024.

### **Key experience:**

- Experience of working on festival/s in a producing role is essential
- Ability to work under pressure and meet deadlines
- Able to work effectively as part of a team and independently
- Effective line management experience
- Excellent communication skills

**Start Date:** January 2024 ( X 1-2 Development Days in December 2023)

**End Date:** – July 2024

**Contract Value:** £10,000 (Equivalent to 40-50 working days. Inclusive of VAT and expenses)

**Location:** Manchester Histories Office, WLG.21 Samuel Alexander Building  
The University of Manchester, Oxford Road, Manchester M13 9PL

**Contract:** Freelance. Flexible hybrid working is in place but must be available two weeks before the festival starts and be onsite over the festival period. 6<sup>th</sup>-9<sup>th</sup> June 2024. Also, be available on the Monday 10<sup>th</sup> June 2024 for any get out requirements.

### **Job Requirements:**

- The Festival Producer will take the lead responsibility for the successful delivery of the festival, including the preparatory work, evaluation and planning from January 2024.
- You will work closely with the CEO, Freelance Communications Manager and the Programming Team at The University of Manchester and other partners to deliver a successful Manchester Histories Festival 2024.

### **Job Responsibilities:**

- Artist/Freelance Liaison: Including confirming professional companies, issuing contracts, completing required paperwork, tech specs and RAMS, booking accommodation and supporting companies in making their travel arrangements.
- Project Management: Including working closely with the festival team and other colleagues to ensure the safe planning and delivery of the festival's activity.
- Programme: Supporting the programme of events, Celebration Day event in Whitworth Hall, activity in the festival performance tent, onsite at UoM. Supporting Freelance Comms Manager with programme – getting copy detail/activity ready for programme
- Round table Programme – Support the CEO in programming the talks and discussions for Sunday 9<sup>th</sup> June 2024

- Opening Evening: Supporting the CEO with the planning of the night at Whitworth Art Gallery
- Evaluation, Reporting and Implementing Learning: Use Manchester Histories Evaluation framework to organise and gather feedback from participants and audience members at the festival
- Volunteers: Working with the project manager to recruit volunteers to support the festival activity
- Sustainability: Ensure the festival operates within Manchester Histories environmental policies
- Using a number of software tools such as Mailchimp, WordPress, Sling to manage audiences and volunteers
- Produce a festival report with CEO

### **How to apply:**

Manchester Histories strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce and practices. We welcome and encourage job applications from people of all backgrounds.

We particularly welcome applications from groups that are under-represented in our organisation. This includes but is not limited to, people of African or Caribbean heritage, people of South, East and South East Asian heritage, and disabled people.

Please send us your CV with two named referees and no more than 2 sides of A4 telling us why you think you are suitable for this position and what you would like to gain from it. Full details in the person specification.

References will not be taken until after any interview.

**Closing Date:** Monday 11<sup>th</sup> December 2023

**Interviews:** Week commencing 18<sup>th</sup> December 2023

**Please put:** Manchester Histories Festival Producer 2024 in the subject of the email. Send your application to [info@manchesterhistories.co.uk](mailto:info@manchesterhistories.co.uk)

Please let us know if you need any support with the application process or want to supply your application in an alternative format. Contact: [karen@manchesterhistories.co.uk](mailto:karen@manchesterhistories.co.uk)

We regret that we will only be able to give feedback to those candidates invited for an interview.

Thank you, we look forward to receiving your application.