Greater Manchester Arts Centre Ltd.

**¡Viva! Festival 2018**

**¡Viva! Festival Film Team Assistant Internship**

**Application Pack**

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GMAC is funded by

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**Role Title** – **¡Viva! Festival Film Team Assistant Internship**

**This opportunity**

This is a great opportunity for someone aged 18+ who is interested in exploring a creative career, with a particular interest in roles within an Independent Film venue and the planning and delivery of a cross-art form festival. This Internship role will give an insight into the work of HOME across all art forms and teams, as well as into the stages of preparing for and delivering a busy, cross-art form festival.

HOME is a multi-art centre, our two theatre spaces are a platform for playful, daring, new and commissioned work. Our five screens light up with independent, challenging, provocative film. The gallery is home to the very best in contemporary art. The restaurant offers a varied and delicious menu of food and drink.

This Internship role will support HOME’s annual ¡Viva! Festival, you will work closely with the ¡Viva! Festival Producers, the HOME Film Team and wider HOME team, to support the preparation and delivery of the festival.

**¡Viva! Festival**

¡Viva! 2018 will take place from Thurs 12 – Sat 5 May 2018. For its 24th edition, ¡Viva! returns with a venue-wide cultural celebration, bringing you a specially selected programme of the most exciting visual art, theatre and film from Spain and Latin America. For more information about ¡Viva! take a look at the Festival page [here.](https://homemcr.org/event/viva-spanish-latin-american-festival-2018/)

**Our Ideal ¡Viva! Intern**

We’re looking for someone aged 18+ who is looking for an internship level role in the creative industries, with a particular interest in FILM and Festival/ Event Delivery. You will need to have an interest in culture and be keen to explore a career in the arts/ film or in event production. You’ll also need to be interested in finding out more about the work HOME creates and presents.

You will have an interest in developing your skills in roles behind the scenes of an arts centre and in the production of a cross-art form festival. It will be great if you already have some understanding of working within or visiting an arts centre or live event venue.

You will be keen to learn and experience more about how a festival such as ¡Viva! is planned, developed and delivered. You will have a particular interest in exploring producing roles, especially in roles supporting Film events within the creative sector.

You will be keen to work with a wide range of HOME staff and be comfortable in meeting artists, liaising with partner organisations and the public.

You will need to be available to work within the timeframe set out in this document. Overall you will be a positive person, motivated and willing to get stuck in with duties as required.

**Application Procedure**

There are certain criteria you must meet in order to be eligible to apply for this Internship;

* At the time of applying you must be aged 18+

This Internship role is a part-time, fixed contract, work based training position and will support the ongoing development of ¡Viva! Festival 2018.

***Making an application:***

To apply please download and complete an Application Form available here (LINK)

Please return the completed form by **12 noon Wednesday 7 February 2018** via email to: [**ella.walker@homemcr.org**](mailto:ella.walker@homemcr.org)

Applications received after the deadline will not be shortlisted. CV’s and Covering Letters will not be accepted as applications and you must complete and return the Application Form in order to apply.

To return your application by post or in person, please call 0161 212 3456 to arrange and please give yourself plenty of time to apply.

Interviews will be held between: **Tue 13 – Wed 14 February**

*We will try to be flexible but it may not be possible to offer interviews outside these dates*

The start date for this role will be: **Week Commencing the 19 March 2018**

*Please only apply if you will be able to start in the role from this week*

We will be in touch with all candidates regarding the outcome of their application. However, we will not be able to offer specific feedback to all applicants, feedback will be available for applicants invited to interview. If you have any questions about this please email [ella.walker@homemcr.org](mailto:ella.walker@homemcr.org) or call 0161 212 3456

GMAC is an equal opportunities employer, that is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

Thank you for your interest in this post.

**Role Description** for **¡Viva! Festival Film Team Assistant Internship**

**Purpose**

To work closely with the ¡Viva! Festival Producers to support the planning, delivery and evaluation of ¡Viva! Festival 2018.

This short term Internship role aims to provide an introduction to and experience within the variety of roles and duties which support the planning and delivery of a festival. Working with the Festival Producers, you will come into contact with various HOME teams and will gain experience of day to day life of cross-art form venue.

**Responsible to:** ¡Viva! Festival Coordinator and HOME Film Team

#### Key Tasks/ Main Duties

1. Providing general administrative services in support of the work of the festival including:

      internal circulation of information

      hospitality arrangements

      booking complimentary tickets for guests

      compiling results of audience surveys

1. Communicating with ¡Viva! Festival guests to coordinate and confirm key practical details, including HOME event details and Manchester visitor information
2. Assisting the festival producers in the coordination and delivery of meetings and events as required, including but not limited to:
   * Setting up spaces for workshops and events
   * Welcoming ¡Viva! guests, and potentially accompanying them from The Principal hotel to HOME before events
   * Distributing and collating audience surveys
   * Assisting the event producer with any duties required during the event such as guest hospitality and audience support
3. To work with the ¡Viva! producers and the HOME Communications team to support and develop the reach of ¡Viva! marketing including;
   * Researching best networks and promotional avenues
   * Generating digital content
   * Developing social media activities and ideas
   * Supporting the distribution of ¡Viva! materials across the city
4. All general administrative duties, as required
5. To support the team in all necessary post festival administrative duties
6. Other relevant duties as the ¡Viva! team requires

Deadline for applications: **5pm Tuesday 6th February 2018**

Interviews will be held between: **Tuesday 13 – Wed 14 February**

*We will try to be flexible but it may not be possible to offer interviews outside these dates*

The start date for this role will be: **Week Commencing Mon 19 March**

*Please only apply if you will be able to start in the role from this week*

**INTERNSHIP PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| INTERESTS, DISPOSTION AND SPECIAL APTITUDES  SPECIALIST KNOWLEDGE  PRACTICAL SKILLS  PERSONAL CIRCUMSTANCES | Interest in the processes that support the running of a contemporary arts centre  Interest in festival production and programming  Interest in Independent Film and Cinema  Enjoys variety and would welcome the opportunity to work with different aspects of the HOME programme  Friendly and open personality, able to communicate with a diverse range of people  Ability to work both as a team member and on own initiative  Good timekeeping and time management skills  Organised and motivated  Committed to the principles of equality and diversity  Proficient in Microsoft Office, particularly word and excel  Excellent communications skills, written & verbal  Use of emails  Ability to work flexible hours as required | Interest in a range of contemporary theatre, art and film  Ability to work under pressure and multi-task to tight deadlines in a busy office  Interest in Spanish and Latin American culture  Experience of working in a cultural or creative environment (voluntary or paid) and/ or a knowledge of the (Manchester) creative sector  Some understanding of Health and Safety policies and procedures  Understanding of Data Protection  Social media and website updating  An understanding of Spanish |

**TERMS AND CONDITIONS OF SERVICE**

**¡Viva! Festival 2018 Film Team Assistant Internship**

GMAC Ltd has a Staff Manual that provides full details of all terms and conditions of employment as well as staff benefits. The following are the main terms of employment.

**Salary** £7.57 per hour

**Hours of Work** Pre and Post Festival: 4 hours per day

Festival: maximum of 8 hours per day, inclusive of a one-hour break. Some evening and weekend work will be required during the festival.

**Contract Period** Minimum hours of contract: 120

Starting: week commencing 19 March 2018

Ending: week ending 20 May 2018

*Minimum hours of contract may be increased to cover events and activities within the festival, to be arranged with successful candidate in advance.*

*Pre and Post Festival schedule as follows:*

4 hours per day, 3 days per week

*Final dates to be confirmed with successful candidate*

*Festival delivery schedule*:

Supporting the Festival period 12 April – 5 May 2018. Working hours within the festival will be flexible and confirmed with the successful candidate.

**Holidays** Holiday pay will be accumulated across the hours worked and included within the Internship wage

**Introduction to HOME:**

HOME is the trading name for Greater Manchester Arts Centre (GMAC). In April 2015, HOME a new purpose-built centre for international contemporary art, theatre, film and books opened its doors for the first time in Manchester, as part of the vibrant new First Street development. From gallery to screen via café bar and bookshop, HOME redefines the contemporary arts centre, creating a space where ideas, hopes and moments of wonder ricochet off walls and lodge themselves in the headspace of audiences old and new.

Formed by the merger of two of Manchester’s best-loved arts organisations, Cornerhouse and the Library Theatre Company, the new organisation is a HOME for curiosity seekers, for lovers of the dramatic, the digital and the deeply engaging, for radicals and reciprocators. HOME is a centre for co-production, artistic creation and sharing. Dedicated to learning, for people of all ages, a place for new work and playful ideas; of festivals and commissions; of artists and of audience engagement.