

RECRUITMENT PACK



factory
international



Technical Coordinator

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 as our Technical Coordinator?**

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: Benji Reid: *Find Your Eyes*, May 2025 © Benji Reid

Image: Marina Abramović: *Balkan Erotic Epic* rehearsals, October 2025 © Marco Anelli



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 Apr 2026, we have 183 staff – of which 24% are from Global majority backgrounds, 19% 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 Coordinator

Reports to	Senior Technical Coordinator
Salary	circa £30,000 per annum
Contract	Permanent
Location	Manchester
Hours	24 hours per week (equivalent to 3 days) <i>(1 day is 8 working hours + 1-hour unpaid lunch break eg 9am-6pm, 12-9pm on shift/rota basis)</i>
Closing Date	17 May 2026

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.

You don't need to have worked in the arts before, 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

The Technical Coordinators are an integral part of the wider Factory International technical team and work closely with the technical department leads to help facilitate the operational requirements of productions.

An office-based role suiting anyone with experience in coordination or administration, the coordinators work across a multitude of genres, including theatre, dance, music, commercial hires, community events, and can work across multiple productions at any given time.

The coordinators assist with training and development for the in-house technical teams and casual staff. They work across productions at AVIVA Studios in Manchester, but also at Manchester International Festival (MIF), a biennial arts festival (operated by Factory International) at multiple venues across Greater Manchester and AVIVA Studios.

The coordinators also assist Factory International's training provider, Factory Academy, to enable new work opportunities for their recent graduates by hosting sessions & conducting interviews.

The coordinators can develop themselves in areas which interest them as part of our commitment to continuous professional development.



RESPONSIBILITIES

- Act as first line point of contact for the Technical Department for both internal & external enquiries and in liaison with the Technical Heads of Departments
- Administratively support in-house productions, touring, events and visiting company work, whilst developing and maintaining good working relationships with external suppliers
- Admin lead the co-ordination of our off-site store units including tracking show installs and removals, arranging plant hire, and assisting the stores team with day-to-day planning
- Assist with the production and interpretation of technical plans and paperwork where needed
- Administratively support the Technical Manager and other Technical Heads of Departments
- Make use of our staffing software platform to book and report on the deployment of our casual technicians, agency crew and freelancers.
- Assist with accreditation processes for visiting companies, crew, and suppliers.
- Create and issue freelance / supplier contracts, check right to work documentation, create and issue purchase orders, onboard and induct new starters.

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

- 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. Ability to manage workload, multitask and prioritise appropriately. Can work autonomously to agreed deadlines
- 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, Coordinator or Administrator
- Broad knowledge of technical systems and equipment
- Payroll and timesheet administration
- Familiarity with AutoCAD or Vectorworks
- Knowledge of producing theatre practice
- 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 three-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 [Medicash](#)
- 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

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.



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, 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. If you require any access support or require further information (including requests for printed forms or access support), please inform us via recruitment@factoryinternational.org Examples of reasonable adjustments could include;

- Extra time to complete assessments
- Ability to make notes or print information
- Informing (with consent) other participants that someone with sight loss would not be able to see them in group assessment so they would need to consciously include them in the discussion
- Providing information about the panel members and room in advance (e.g. names, photos, image of the room)

The shortlisting process may vary depending on the requirements and nature of the role, but in most cases, you will be asked to respond to a series of questions based on the responsibilities and person specification of the role. These questions will be reviewed and scored by the recruitment panel on a 1–5-star basis to help shortlist. With additional skills, experience and positive action approaches to be considered as appropriate.

As part of Factory International's commitment to being a Disability Confident employer, we aim for all disabled applicants who meet the essential criteria for a job vacancy to 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.

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.

