

RECRUITMENT PACK



factory
international



Deputy Head of Stage

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 Deputy Head of Stage?**

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.

Deputy Head of Stage

Reports to	Head of Scenic and Galleries Installations
Salary	£35,015 per annum
Contract	Permanent
Location	Manchester
Hours	40 hours per week (this is 8 working hours + one-hour unpaid lunch break eg 9am-6pm, 12-9pm)
Closing Date	12 October 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 Deputy Head of Stage supports the delivery of world-class productions, exhibitions, concerts and events across Factory International. Working closely with the Head of Stage, you will lead stage operations, venue changeovers, technical installations and staffing resources, ensuring the highest standards of safety, efficiency and artistic excellence. You will provide day-to-day leadership to technical teams, collaborate with artists and visiting companies, and play a key role in the successful delivery of diverse and ambitious projects.



RESPONSIBILITIES

- Support the Head of Department in the deployment and operation of all aspects of Factory International's technical stage equipment within the Scenic & Gallery Installations team, with particular emphasis on stage operations, show running and venue changeovers.
- Responsibility for deputising for the Head of Stage during periods of absence.
- Support the Head of Department with staffing levels, rota management and resource planning, ensuring appropriate staffing levels are maintained across all projects and activities.
- Support Exhibition Installation team members as required to ensure exhibitions, installations and productions are delivered to the highest artistic, technical and operational standards.
- Participate in the planning, organisation and supervision of get-ins, fit-ups, technical rehearsals, performances, show runs and get-outs. Ensure appropriate staffing and equipment resources are allocated and utilised in accordance with current Health & Safety legislation and environmental best practice.
- Lead discipline-specific team members in the creation and delivery of artworks, exhibitions, concerts, performances and events. Plan and supervise venue format changeovers, including stage installations, de-rigs, seating reconfigurations and exhibition installations.
- Coordinate truck and vehicle movements on site and operate the venue truck lift system in accordance with established procedures and safety requirements.
- Attend production meetings, rehearsals and technical rehearsals as required. Liaise with visiting productions, artists, technical teams and contractors to ensure their requirements are met and that all activities are compliant with Factory International policies and procedures.
- Work collaboratively with Production Management, Technical Departments, Building Operations and Artistic teams to ensure seamless delivery of all projects and events.
- Support the development of production-related income streams and contribute to maximising commercial opportunities for the organisation.
- Cover the position of Technical Duty Manager on a rota basis and oversee other technical departments in the absence of the relevant manager.
- Support the Rigging Department and other technical departments as operational requirements dictate.
- Assist in the planning and delivery of departmental budgets, resource allocation and equipment procurement, ensuring value for money and operational effectiveness.
- Coordinate and supervise external contractors, suppliers and specialist technicians, ensuring compliance with Factory International standards and safety procedures.
- In conjunction with other technical team members, plan and deliver an effective programme of maintenance, including Planned Preventative Maintenance (PPM), housekeeping, stock control, inspection and testing of equipment and venue infrastructure.
- Contribute to the continuous improvement of departmental systems, procedures and working practices to enhance efficiency, safety and service delivery.



- In conjunction with the Head of Department, Technical Manager and Director of Production & Building Operations, support the recruitment, training, development and succession planning of technical staff.
- Promote positive working practices within the department and provide effective leadership, supervision and mentoring to permanent, freelance and casual staff.
- Act as a key point of contact during operational incidents and emergency situations, ensuring procedures are followed and appropriate actions are taken.
- Champion sustainable working practices and support Factory International's environmental commitments through efficient use of resources, waste reduction and responsible working methods.

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

- Extensive practical knowledge and proven experience of event staging and operations within one or more art forms (live music, theatre, exhibitions, performance art or related disciplines), preferably within a producing or receiving venue.
- Demonstrable experience of leading and delivering large-scale productions, exhibitions, events or installations.
- Working knowledge of technical stage management, rigging practices and venue operations.
- Proven experience of supervising and developing staff, with strong leadership and people management skills.
- Excellent communication and interpersonal skills, with the ability to build effective working relationships at all levels.
- Ability to manage competing priorities, solve problems effectively and work under pressure in a fast-paced environment.
- Experience of receiving and/or delivering large-scale national and international touring productions.
- Experience of workforce planning, scheduling and rota management.
- Experience working with artists, visiting companies, contractors and multidisciplinary teams.
- Knowledge of technical drawing software including AutoCAD, Vectorworks or equivalent.
- Knowledge of the principles relating to the safe deployment and use of electrical systems within an entertainment environment.
- Strong understanding of Health & Safety legislation, risk assessment processes and safe systems of work.
- Comfortable working at height and within complex technical environments.
- Proficiency in Microsoft Office and relevant resource and scheduling systems.
- 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

- Practical knowledge of LOLER, PUWER and other relevant Health & Safety regulations applicable to performance venues and exhibition environments.
- IPAF, MEWP and PASMA certification.
- Experience managing gallery installations, exhibitions, public art projects or artist commissions.
- Good understanding of statutory regulations governing venues, including the Working Time Regulations.
- Experience using Artifax Event, Vectorworks, AutoCAD or similar venue management and planning software.
- Awareness of current and emerging trends in venue technologies, automation systems and event production practices.
- Experience touring nationally and/or internationally.
- Experience acting as Technical Duty Manager, Event Manager or equivalent operational leadership role.
- Experience of budget management, project planning and resource allocation.



- Full UK Driving Licence.
- Technical theatre qualification from an accredited college, university, ABTT or equivalent industry-recognised training.
- Vocational qualifications such as IRATA, PASMA, IPAF, CITB or equivalent.
- Current First Aid at Work qualification.
- Understanding of ABTT Technical Standards for Places of Entertainment.
- Enthusiasm for training, mentoring and support of emerging talent



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 two months 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.

