

Manifesta Bid Coordinator

Duration of appointment:	One year
Salary:	£ 27,985 p.a.
Holidays:	20 days plus statutory holidays
Location:	Belfast Exposed Gallery, Belfast

Manifesta is a peripatetic biennial exhibition of contemporary art, showing work by approximately one hundred European artists. Exhibitions attract approximately 100,000 visitors during their three-month runs and attract international attention. The first Manifesta was held in 1996 in Rotterdam and the (non-profit) organisational body is located in the Netherlands. It has subsequently been held in Luxembourg, Ljubljana, Frankfurt, Donostia-San Sebastian, Nicosia (cancelled), Trentino and Murcia. Exhibitors range from established to early-/mid-career artists, who are commissioned to make new projects reflecting innovative practice. Curators are selected according to their experimental methods. The exhibition is supported by publications, including catalogue(s) and a journal. Partnerships are forged to provide education programmes.

The appointee will be responsible for preparing a bid to host either Manifesta X in 2014 (preferred option) or Manifesta XI in 2016 in the cities of Belfast and Derry. The bid will be presented to the Manifesta organisation in December 2011.

Responsibilities of the post include:

- Securing funding of €3,000,000. This will entail negotiations with Belfast and Derry City Councils, the European Union and statutory and private funding sources.
- Establishing and maintaining working relationships with local arts organisations, artists, arts professionals, community organisations, educational establishments and other relevant bodies and individuals, in order to formulate and develop the aims and objectives of the proposed event.
- Formulating a theme for the event, which encompasses these aims and objectives and which provides Manifesta and its curators with a basis for selection of a relevant exhibition programme.
- Working with organisations to enhance the potential for local and international networking.
- Identifying those needs of the cities which may be addressed by the project, towards initiating long-term solutions, such as restoration of disused spaces, boosting the cultural and economic infrastructure, the utilisation and development of new skills and improving the cities' cultural tourism.
- Liaising with local service industries (such as hotels, restaurants, etc) to discuss the efficient facilitation of the influx of visitors to the cities.

Key duties

Researching the bid

Research key organizations, individuals and bodies to support the development of the bid, through: desk research, meetings, consultation, etc

Identify the needs of the participating cities with a view to designing and initiating long-term solutions.

Promoting and securing support for the bid

Raise the profile and secure support from relevant organizations and individuals, locally, regionally & internationally, on an on going basis, through meetings, presentations, press & promotional activities

Maintain productive working relationships with local arts organisations, artists, arts professionals, community organisations, educational establishments and other relevant bodies and individuals, through regular meetings and consultation

Work with local, regional & international arts organizations to enhance the potential for networking & critical interest

Designing & developing the bid

Formulate and develop the aims and objectives of the Manifesta bid, through: research and consultation with local and regional partners & the Manifesta team

Formulate a theme for the event, which encompasses these aims and objectives and which provides Manifesta and its curators with a basis for selection of a relevant exhibition programme.

Negotiate and secure (pledges of) financial support from key partners, including: Belfast and Derry City Councils, European Union funding bodies and statutory and private funding bodies & sponsors

Liaise with local service industries (such as hotels, restaurants, etc) to support the efficient facilitation of the influx of visitors to the cities.

Presenting the bid

Prepare and present the bid to the Manifesta selection committee in December 2011

Adapt the bid- where appropriate- in response to recommendations from selection committee

Reporting on the bid

Report back to partners and stakeholders (monthly)

Recommend/ help to prepare action plan for further development of the (successful) project

In the event of an unsuccessful bid- help to identify/ recommend funding opportunities and action plans for projects in development

Management of the bid process

Set up and maintain effective data bases, records, reporting, financial and administrative systems

Provide information on the above to Belfast Exposed Director

Present a mid term and final report on this project to Belfast Exposed line manager

Carry out any other necessary duties, which may arise

PERSON SPECIFICATION

Knowledge and experience

- Excellent knowledge of contemporary visual art s & community arts (local, regional, national and international)
- Extensive knowledge of the history, structure and ethos of Manifesta
- At least five years experience, developing and programming arts events and exhibitions with at least two years at senior level
- Knowledge of arts funding, including European, national and regional statutory fundes, Trusts and Foundations, alongside 3 years experience of fundraising for the arts
- Experience of organising, planning and prioritising workloads effectively and the ability to meet deadlines under pressure

Skills and attributes

- Excellent verbal and written communication skills
- A meticulous approach to all aspects of project development and planning, including negotiation and contracts
- Ability to work on own initiative
- Ability to manage projects effectively within budget
- Ability to manage people, delegating where appropriate
- Strong IT and administrative skills
- An understanding of the arts funding system and contemporary cultural policy
- An understanding of monitoring and reporting on funding applications.