

### **Recruitment (Month 1 - 2): (3 days)**

Belfast Exposed will recruit the Manifesta Bid Development Coordinator to research, design, develop and drive forward the bid, by:

- 1) Setting up a recruitment panel (composed of a senior Belfast Exposed staff member and, at least two representatives from the arts & urban regeneration sectors)
- 2) Agreeing a job description, personnel specification, advert and recruitment schedule
- 3) Recruiting, employing and inducting the Coordinator

### **Researching the bid (Months 2- 6) (25 days)**

#### **The Coordinator will:**

- 1) Research key organizations, individuals and bodies to support the development of the bid, through: desk research, meetings, consultation, etc
- 2) Identify the needs of the participating cities with a view to designing and initiating long-term solutions.

### **Promoting and securing support for the bid (Months 2-11) (57days)**

#### **The Coordinator will:**

- 1) 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
- 2) 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
- 3) Work with local, regional & international arts organizations to enhance the potential for networking & critical interest

### **Designing & developing the bid (Months 2-10) (70 days)**

#### **The Coordinator will:**

- 1) Formulate and develop the aims and objectives of the Manifesta bid, through: research and consultation with local and regional partners & the Manifesta team
- 2) 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.

3) 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

4) 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 (Month 10) (6 days)**

The Coordinator will 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 (Month 6-12) (36.5 days)**

**The Coordinator will :**

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 (Month 1-12) (56.25 days)**

Belfast Exposed will provide (26 days):

Line management (monthly 1-2-1s)

Financial management

Make mid term and final reports to funders (for this project)

**The Coordinator will (30.25 days)**

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

Provide information on the above to Belfast Exposed

Carry out any other necessary duties, which may arise

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