



Manchester City of Literature Information Pack

Producer - International Artist Exchange Programme November 2024 - July 2025

Manchester City of Literature will shortly be announcing a new 9-month artist exchange with China. Collaborations between six artists - poets, illustrators and playwrights - will create new multilingual work to be published and exhibited in both cities in summer 2025 including at the Festival of Libraries in Manchester in June 2025. All creative collaborations plus a parallel schools engagement programme respond to ecological themes. A Creative Producer will coordinate all elements of the project and create a legacy tool-kit to guide future collaborations. This project will **Creative** be the starting point for a long-time partnership between the two cities managed by the UNESCO offices and HEI partners.

The freelance Creative Producer will work with teams in both Manchester and China and with the artists to work creatively, strategically and operationally to bring the aims and ambitions of the project to life.

Key Deliverables:

- Following a commissioning meeting for all partners set a detailed delivery plan including timeline, milestones, deliverables and responsibilities (based on an existing outline)
- Oversee the creation of briefs and any open calls for artists in each city's artistic community.
- Oversee the creation of packs for schools produced and liaise with the Manchester City of Literature team on distribution
- Work with the steering group to confirm and manage collaborative pairings between artists.
- Create an agreed online meeting schedule for artists between December and February 2025
- Arrange specialist briefings for the artists on cross-cultural working
- Coordinate the travel and visits of the UK artists to China in March 2025
- Work with the steering group to give feedback to artists on the first drafts of their work
- Work with the Manchester City of Literature team to ensure plans for promotion of the exhibition and publication events in both cities are in place.
- Oversee the work of the team working on creating the Poetry and Illustration publication
- Put in place plans to host the Chinese artists when they visit the UK for Festival of Libraries 2025
- Liaise with the Creative Producer for Festival of Libraries on the delivery of script-in-hand readings of the play, an exhibition of work by young people and the launch of the illustrated poetry publication
- Support the Evaluation of the project through interviews with partners and artists
- Create a legacy tool-kit for the project on UK-China artistic collaboration
- Work with the Manchester City of Literature team on the completion of final reporting to the project funder.

The Contractor shall:

- Deliver a programme that meets objectives around diversity, inclusion and accessibility as well as creative goals and engagement targets.
- Maintain excellent relationships with Manchester City of Literature's partnership network of

publishers, festivals, writing agencies, libraries, cultural organisations, the education sector and tourism partners.

- Maintain clear and effective filing and administration for the project.
- Monitor and manage the project budget to ensure it meets financial targets and remains within budget, in collaboration with the Executive Director and the finance team.
- To ensure that all activity complies with the conditions of the project funder.

Other responsibilities as required to meet the needs of the project.

At all times, the Creative Producer must ensure the vision and values of Manchester City of Literature are embedded in all activities and communications.

As a UNESCO Creative City, Manchester City Of Literature is committed to building international relationships with other Creative Cities. Manchester City Of Literature believes that these relationships and sharing of practice create bridges of understanding between peoples. These bridges cross political, geographical, ethnic, cultural, religious and other divides. Manchester City Of Literature supports the right to freedom of opinion and expression. Where other countries may not demonstrate their support to this right, Manchester City Of Literature believes there is greater benefit to be gained from working in cooperation with Creative Cities to champion freedom of expression, share best practice and demonstrate the benefits that can be gained in cultural, economic and social terms from enabling such freedoms. Manchester City Of Literature believes that shutting the door to cooperation in this way could actually result in further cultural isolation and the reinforcement of oppressive norms. The exception would be where any official UK government sanctions are in place or Manchester City Of Literature receives direct advice from the UK government.

Person specification / experience

Knowledge and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Relevant professional experience • Proven success in developing and managing cross-cultural programmes • Good knowledge of the creative commissioning process. • Understanding of multi-partner commissioning and delivery • Experience of working on multiple-stakeholder projects with a diverse range of people and partners. • Experience of financial and budget management 	<ul style="list-style-type: none"> • Good existing networks and contacts within the cultural and community landscape in Manchester • Up to date knowledge of Inclusion and Diversity Practices • Experience of commissioning and supporting artists and writers at all career stages • Experience of working in non-traditional spaces and community settings.
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Strong planning and project management skills • Demonstrable producing skills • Good financial management skills • Ability to build relationships with speed and credibility • Ability to manage multiple deadlines. 	<ul style="list-style-type: none"> • Ability to speak or write in Mandarin

Remuneration:

The Creative Producer will be paid a fixed fee of £7,800 (based on an estimate of 26-32 days work over the period).

Payment schedule will be in three payments to be agreed with the contractor.

All Payments will be made on receipt of the Contractor's invoice within 14 days of receipt.

Timeline:

Open call for Creative Producer: **16 October**

Closing Date for applications: **29 October**

Interviews: **31 October**

Contract Period:

The contract will run from November 2024 to July 2025. The post holder will be responsible for their own tax and NI payments

How To Apply:

Please send a cover letter (no more than two pages A4) and CV to Ivan Wadeson at the email address below by midday on 29 October.

Please contact Ivan Wadeson by email if you would like to arrange a time to talk informally about this contract: ivan.wadeson@manchestercityofliterature.com