



Job description: Assistant Buyer 2019

Contract

Fixed term, full time contract: 29 April - 1 September 2019

Rate of Pay

£9.13 per hour, paid weekly in arrears by bank transfer (plus holiday pay).

Key Dates

The Edinburgh International Book Festival runs from 10-27 August 2019, including the Baillie Gifford Schools Gala Day. The Bookshop on George Street is open from Saturday 03 August - Sunday 25 August.

Background

The Edinburgh International Book Festival, a non-profit making organisation, is a distinctive international showcase celebrating the written word, literature and ideas. It brings leading and emerging international, British and Scottish authors and thinkers together to inspire each other and audiences in an extensive programme of public events.

In recent years, debate, discussion, performance and interactive events have become prominent features of the Festival, complementing the more traditional interview-style events and readings, and contributing to the Book Festival's reputation as a powerful forum for the public to exchange views with writers and experts on a wide range of issues: social, ethical and political as well as literary and cultural. At the heart of the Book Festival's activity is an integrated approach to creative learning and education with the aim of expanding participation in democratic discussion, fostering a love of reading and developing engaged, knowledgeable audiences of all ages and backgrounds.

The first Edinburgh International Book Festival took place in Charlotte Square Gardens in 1983 with around 30 author events; now it stages over 900 each August, attracting around 250,000 visits, making it the largest public celebration of the written word in the world. The Book Festival takes place in a temporary, tented Festival Village, created and built each year in Charlotte Square Gardens and more recently on neighbouring George Street.

The Book Festival's children's programme offers a comprehensive series of author events, activities and workshops for audiences ranging from babies to young adults, attracting audiences of 20,000 each year. In addition, an extensive schools programme is created especially for primary and secondary pupils, attended by around 14,000 school children.

Through an award from players of People's Postcode Lottery, the Book Festival has expanded its activities to create On The Road, a wide-ranging programme of live-literature events and mini-Festivals which take place in communities around Scotland across the year.

The Edinburgh International Book Festival has an annual turnover of around £2.8 million. Under 20% of income comes from Creative Scotland and the City of Edinburgh Council to support core operations. The rest is raised from ticket sales and the sales of books through the Book Festival's highly successful independent bookshops in addition to corporate sponsorship, trusts and foundations, individual donations.

We are committed to reducing our environmental impact, increasing our sustainability and creating a forum for discussion to bring environmental concerns and the climate change debate to a wider public. We are part of the Green Arts Initiative, a community of over 200 Scottish arts and cultural organisations working to improve their environmental performance, run by Creative Carbon Scotland and Festivals Edinburgh. We have our own Green Team - a cross-departmental team of staff who champion sustainability. The Green Team ensure that environmental matters are considered at every stage of activity to help identify where changes can be made, however small, to reduce our impact.

The Edinburgh International Book Festival is a founder member of Festivals Edinburgh, the organisation created by Edinburgh's 11 major Festivals to support their joint strategic development and maintain their position as global leaders.

The Role

The Assistant Buyer reports to the Booksales and Retail Manager.

Key duties and responsibilities

- Setting up of new lines and suppliers and ensuring product file integrity
- Provide accurate data to the team and be responsible for replenishment ordering
- Liaison with suppliers on range details where appropriate
- Support with range and space analysis where appropriate
- Processing invoices and credit notes and handling variance queries
- Working in the bookshops as required

Person Specification

The successful candidate will possess the following:

- A keen interest in bookselling, specifically in buying
- High attention to detail and the ability to pick up systems and processes quickly
- Familiarity with Microsoft Word and Excel

- A knowledge of Booksolve would be an advantage
- An enthusiastic personality with a flexible can-do attitude
- The ability to work effectively as part of a team
- Self-motivated with the ability to work to deadlines and cope well under pressure
- A willingness to undertake physical as well as administrative tasks as required

Terms and conditions

The post is based at 5 Charlotte Square, Edinburgh and at the Festival site in Charlotte Square Gardens during August. Normal hours of work are 9am - 5pm, Monday to Friday outwith Festival time, with additional hours required at peak times of year and during the Festival itself when staff should expect to work 6 days a week.

Wages are paid weekly in arrears by bank transfer.

We are committed to making the Book Festival as accessible as possible to customers, participants, sponsors and staff. If you have any specific access requirements or concerns, please let us know and we will do our best to meet your needs.

The Edinburgh International Book Festival is an equal opportunities employer and an Investor in People.

Applications

Please read the job description carefully and complete the online application using the links on our website: www.edbookfest.co.uk/about-us/jobs. Please ensure you upload a **copy of your current CV** and an **application letter** outlining your suitability for the post, why you wish to work at the Book Festival and highlighting any significant skills and experience. You may include any other information support your application.

We do not accept applications by post or email. Due to the volume of applications we receive, it may not be possible to respond to everybody.

If the job description doesn't answer your questions, please contact jobs@edbookfest.co.uk or call the Book Festival office on 0131 718 5666.

Closing date for applications: Sunday 14 April, 5pm

Interviews: week commencing Monday 15 April

Interviews will be held at the Book Festival offices at 5 Charlotte Square, Edinburgh EH2 4DR.

The Edinburgh International Book Festival Ltd has its registered office at 5a Charlotte Square, EH2 4DR and is a company limited by guarantee (no SC 79939) with charitable status (SCO10120).