

Job Description:

Deputy Programme Director (Adults)

[Contract](#)

Full-time, permanent

[Salary](#)

£35,000 to £38,000 per annum

[Key dates](#)

The Festival runs for 18 days every August.

2020 Festival: 15 – 31 August

Programme launch: Thursday 11 June 2020

Public ticket sales open: Saturday 27 June 2020

[Background](#)

The Edinburgh International Book Festival is a world-leading celebration of books and ideas. We are a charity that champions freedom of expression and we are dedicated to bringing leading and emerging international, British and Scottish authors and thinkers together to inspire each other and audiences through a diverse 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 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 a programme of live literature events and mini-Festivals in communities around Scotland across the year.

The Edinburgh International Book Festival has an annual turnover of around £3.4 million. Around 15% of income comes from Creative Scotland, City of Edinburgh Council and the Scottish Government. The rest is raised from ticket sales and the sales of books through the Book Festival's highly successful independent bookshops and from corporate sponsorship, trusts, foundations and individual donations.

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

The team

The Book Festival has a permanent staff of 29 throughout the year, expanding rapidly over the summer to a peak of around 170 staff during the Festival itself.

All permanent staff are encouraged to play a role in the ongoing development of the organisation and are involved through several full-team planning and debrief meetings during the year. The heads of each department form the Strategy team.

The role

We're looking for a creative and resourceful individual to work closely with the Director of the Festival to shape and deliver our extensive programme of events for adults.

The role of Deputy Programme Director (Adults) offers an unparalleled opportunity to contribute to a programme that celebrates the best writing and publishing from Scotland and across the globe, encourages thoughtful engagement and discourse, challenges expectations and inspires people of all backgrounds.

The Deputy Programme Director (Adults) will work under the creative leadership and line management of our Director, Nick Barley, who creates the thematic framework that underpins each year's programme and has a close involvement in the development of our events. They will also work collaboratively across the Festival team. Key relationships include the Children & Schools Programme Director, Rachel Fox, and Communities Programme Director, Noëlle Cobden.

The Deputy Programme Director (Adults) line manages the Programme Manager and is an integral member of the Programming team, offering leadership throughout the year and during the Festival. The post also requires communication and project management skills and the energy to deliver a festival of excellence and ensure the best possible experience for all participants.

This high-profile role requires significant travel for research and development, and to represent the Festival within the UK and on the international stage.

Key duties and responsibilities

Creative programming

- Work under the leadership of the Director to create a Festival programme that celebrates the very best in contemporary writing and demonstrates the power of books and ideas to challenge, transform and inspire
- Take lead responsibility for agreed key programme strands and partnerships such as:
 - Debates and discussions
 - Working with guest selectors
 - Special projects including performances
 - Year-round public events
 - Unbound, our nightly literary cabaret
- Develop the Festival's reputation as a distinctive international forum by bringing leading and emerging authors from across Scotland, the UK and the world to share their stories and ideas
- Ensure the programme represents our political and social context, creating opportunities for writers and audiences to respond to the changing world and explore perspectives outwith the mainstream
- Champion equality, diversity, inclusion and freedom of expression as integral to a healthy, democratic society and ensure these are embedded as core values of the Festival
- Work closely and collaboratively with our Director and Programme Directors to ensure that our programmes are cohesive and interconnected

Strategic and organisational development

- Work closely with the Marketing & PR team to review data and trends, informing the development of the programme and maximising its role in the delivery of our audience development strategies

- Work closely with the Executive Director and Head of Operations & Finance to understand our financial context, and take shared responsibility for the programme's contribution to meeting budget objectives
- As a senior member of the team, uphold and exemplify our values at all times, demonstrating leadership and contributing to a positive, inclusive culture

Collaboration and communication

- Build a wide range of collaborations and partnerships with writers, publishers, cultural organisations and others to create rich, innovative and inclusive programmes that inspire diverse audiences
- Be a public face for the Festival, upholding and enhancing our reputation; create a warm and positive experience for writers, participants, partners and audiences

Management and delivery

- Lead on the project management and delivery of the Adult Programme, working closely with our Director and across the Festival team (including the Executive Director, Operations, Programming, Booksales & Retail, Marketing & PR and Site & Production) to ensure all events and initiatives are delivered on budget and to the highest possible standards
- Line manage the Programme Manager, supporting them to deliver to the highest possible standards and to lead on specific projects/initiatives
- Support temporary, seasonal members of the Programming team, creating a positive, dynamic culture

Person specification

Knowledge and experience

- Significant knowledge of contemporary writing and publishing, with the ability to discern and support the development of talent
- Experience of developing innovative, commercially viable events programmes
- A strong network of contacts in the writing, publishing and/or festival communities
- Experience of developing diverse, ambitious partnerships and collaborations
- Proven project and event management experience, including the setting and monitoring of budgets and the capacity to balance multiple, shifting priorities whilst maintaining the utmost attention to detail
- Experience of leading, managing and motivating people

Skills

- The ability to translate ambitious and creative ideas into deliverable events and projects
- Excellent interpersonal skills and an ability to build relationships with a broad range of people, demonstrating warmth, integrity and sensitivity

- The ability to present a vision, ideas and information clearly and persuasively
- The capacity to make decisions and solve problems quickly and creatively
- Good IT skills and the ability to self-support administratively

Personal attributes

- A commitment to inspiring and supporting readers and writers of all backgrounds
- An understanding of how cultural participation and democratic discourse can develop and empower diverse audiences
- A commitment to embedding equality, diversity and inclusion across all aspects of development and delivery
- The ambition and courage to innovate and explore new approaches
- The energy and stamina to thrive in a fast-moving and pressured festival environment, with the readiness to take a hands-on approach
- A willingness to work irregular hours during the Festival period and delivery of out-of-season events

The programming of the 2020 Festival is already underway, but the successful candidate will have the opportunity to contribute to its development and delivery.

Terms and conditions

The post is based at 5 Charlotte Square, Edinburgh and at the Festival site in Charlotte Square Gardens and on George Street during August. Normal hours of work are 9:30am-5:30pm, 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 6-7 days a week. Time off in lieu will be given for weekend days worked outside normal working hours.

Employees receive 28 days of paid holiday per annum, consisting of an allowance of 22 days and 6 public holidays across Easter, Christmas and New Year. There is a discretionary shutdown of the office over the Christmas period in addition to annual leave.

The salary for this position will be in the region of £35,000 to £38,000 per annum. It will be paid on the 28th of each month in arrears by bank transfer. The Book Festival will pay a contribution of 5% of salary into our approved, auto-enrolment pension scheme. Employees may make voluntary additional contributions through payroll.

We are committed to making the Book Festival as accessible as possible to supporters, customers, participants 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, an Investor in People and a Real Living Wage employer.

How to apply

To apply for this position, please send a detailed CV and a covering letter to sophie.moxon@edbookfest.co.uk Your letter should outline how you meet the person specification and why you want to be part of the Book Festival team. You may include any other information to demonstrate your suitability and support your application.

For further information, please contact Sophie Moxon, Executive Director on sophie.moxon@edbookfest.co.uk or +44 (0)7904 259518.

Please note the Book Festival offices are closed from Friday 20 December 2019 to Monday 6 January 2020.

Closing date for applications: Thursday 23 January 2020, 5pm

Interviews: Friday 31 January 2020 (to be confirmed)

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 5 Charlotte Square, EH2 4DR and is a company limited by guarantee (no SC 79939) with charitable status (SC010120)