

Job Description: Development Assistant 2019

Contract

Temporary: 4 July - 6 September 2019, full-time.

Rate of pay

£9.00 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 Baillie Gifford Schools Gala Day.

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.

Role

This is a fantastic opportunity to work on a wide range of events at one of the biggest Book Festivals in the world. This role is focused on sponsorship delivery which offers priceless fundraising experience in a unique festival environment.

In the lead up to the Festival, the role will be office-based, and will see the post-holder working closely with the Development and Events Administrator to plan festival logistics for the Development team. You will be focused on managing spreadsheets and databases and assisting the Development Team in ad hoc tasks where needed.

During the Festival, the role is hands-on and fast paced. The role is split between sponsor/donor benefit delivery and hospitality events. This will involve moving sponsor branding around site, preparing hospitality spaces and assisting during hospitality events. You will need to be presentable and welcoming in front of sponsors and guests during events. You can expect to work late nights and weekends on a shift basis.

Pre-Festival Duties

- Keeping the hospitality database up-to-date
- Assisting the Development & Events Administrator in sponsor ticket management
- Organising the Festival diaries for the Development team

- Drafting author invitations for sponsor receptions
- Taking receipt of deliveries of sponsors' materials and managing the deliveries spreadsheet including leaflets, point of sale materials, pop-up stands, promotional items, gobos, etc.
- Producing reserved seating signs for sponsors and benefactors
- Checking sponsors' display stands are accurate and working
- Organize the hospitality PLH folder
- Helping with venue dressing for hospitality venues

During the Festival

- Ensuring that all branding is in place at events as agreed with sponsors and donors
- Checking all sponsors' materials have been received and are accounted for and logging items in the storage units
- Restocking dump-bins with sponsors publications, making sure that all other collateral is kept stocked and correctly displayed on site
- Managing collateral for goodie bags
- Making sure leaflets are handed out by Front of House teams
- Ensuring hospitality venues are always set up in time for receptions, and tidied afterwards
- Keeping the sponsorship storage units tidy with branding clearly marked and accessible
- Staffing hospitality areas at Book Festival functions and receptions
- Assisting the Development Team in all areas of their work but working closely with the Development and Events Administrator
- Making sure that the Development Team is fully informed during handover periods of any issues arising

Person specification

The successful candidates will possess the following:

- An enthusiastic personality with a flexible can-do attitude and a willingness to "muck in"
- Excellent customer service skills
- Attention to detail
- Good use of initiative
- Good communication skills
- Ability to work on their own and as part of a team
- Interest in working in fund-raising for the arts or event management
- Experience in hospitality events - desirable

Terms and conditions

The post is based at the Festival site in Charlotte Square Gardens and in our offices. Your normal working week will comprise an average of 40 hours (Monday to Friday). During the festival additional hours up to 48 will be required (6 days out of 7). You should expect to work evenings and weekends.

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

To apply for this position please complete an application, upload a covering letter addressed to Helen Chomczuk, and a CV using our recruitment portal <http://www.edbookfest.co.uk/about-us/jobs>.

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 Helen Chomczuk jobs@edbookfest.co.uk or call the Book Festival office on 0131 718 5666.

Please note that we do not appoint without interview. Due to the number of temporary staff we hire each year, our interview schedules are very busy and we strongly advise that you ensure you are available during the interview week(s). In some cases, if travel to Edinburgh is impossible we will interview by Skype, but we prefer to meet all candidates in person.

Closing date for applications: Thursday 30 May, 17:00

Interviews: Week commencing 10 June

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).