

Job Description: Programme Logistics Assistant 2019

Contract

Full-time, fixed term: 5 August (morning only) & 8 - 27 August.

Morning of 5 August, 8 and 9 August will be spent on preparation and staff training during office hours, followed by a shift pattern through the duration of the Festival.

Rate of pay

£9 per hour, paid weekly in arrears by bank transfer (plus holiday pay).

Key dates

The Edinburgh International Book Festival runs for 18 days every August. The next Festival will take place 10 - 26 August 2019. The Festival site will be closed to the public but open for events as part of our Schools Programme on 27 August 2019.

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. As a key member of the Festivals Edinburgh Environmental Group, we have worked to create a joint Environmental Policy across all of Edinburgh's Festivals. We are also part of the Green Arts Initiative, the interactive 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 throughout the year, attending workshops and the Green Arts Conference hosted by Creative Carbon Scotland, communicating issues and the latest thinking across the organisation. 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 team

The Book Festival has a permanent staff of 26 throughout the year, expanding rapidly over the summer to a peak of around 120 staff during the Festival itself.

The Programming team comprises the Director, Associate Director, Children & Education Programme Director, Programme Manager, Creative Learning Manager and Author Logistics Officer. Several temporary staff are added to the team in the run up to the Festival, including a Programme Administrator, a Programme Logistics Assistant, two Authors' Yurt Managers and five Author Hospitality Assistants.

The role

The role involves supporting the Programme Team to deliver events in the festival programme.

Key duties and responsibilities

- Assisting in event and venue preparation and delivery.
- Assisting with deliveries and onsite storage of event materials and props.
- Creating, collating and distributing event materials as necessary, including materials for reading and writing workshops.
- Responding to author and participant requirements quickly and efficiently.
- Taking part in events in a character costume if necessary.

Person specification

Successful candidates will possess the following:

- Excellent communication skills
- Experience of working as part of a team
- Enthusiastic personality with a flexible, positive attitude
- Confidence working on their own, prioritising tasks and workload
- A practical approach to problem-solving

Additional qualities which may be useful include:

- Experience working at a festival
- Current First Aid at Work certificate

Terms and conditions

The post is based at 5 Charlotte Square, Edinburgh and at the Festival site in Charlotte Square Gardens during August. In general, staff are required to work an average of 48 hours per week (6 days out of 7). Normal hours of work are 9:30am - 5:30pm Monday to Friday until the Festival begins; during the Festival the Programme Logistics Assistant works on a shift basis between 8:30am and 11:00pm. Rotas will be issued in advance of the festival. Attendance at all training days is compulsory.

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 the online application at <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 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. 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: Friday 10 May 2019, 17:00

Interviews: week commencing 27 May 2019

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).