



Edinburgh
International
Book Festival



Children's Venue Facilitator Recruitment Pack

Children's Venue Facilitator: Job Description

Contract

Fixed-term contract from Monday 4 August — Monday 25 August 2025, full-time.

This is an on-site role at our Festival site at the Edinburgh Futures Institute, Lauriston Place, Edinburgh.

Salary

£13.88 per hour, paid weekly in arrears by bank transfer (plus holiday pay).

Key dates

The Edinburgh International Book Festival runs from Saturday 9 August – Sunday 24 August 2025.

Background

The Edinburgh International Book Festival is a world-leading cultural festival, with democracy, creativity and ideas exchange at its heart. We celebrate the power of words and writing in all of their dynamic and imaginative forms, bringing diverse perspectives together, and empowering our audiences to deepen their understanding of our ever-changing world.

Since 1983, we have welcomed hundreds of thousands of visitors to engage with the world's greatest and emerging writers, thinkers, artists, and performers. Each year, we programme innovative events that broaden the horizons and enrich the minds of our audiences, both in Edinburgh and online. These take the form of on-stage conversations, workshops, creative masterclasses, think tanks, and more, all informed by a culture of open dialogue, curiosity about the perspectives of others, and active embracing of new ideas and experiences.

A registered charity, we are run by a passionate team who believe in the power of words and ideas to ignite imaginations, foster human connection, and challenge the status quo – as well as to offer solace, nurture wellbeing, and spread joy. Our Festival aims not just to open up conversations, but to broaden them too: existing as a space where nuanced discussion happens.

At the heart of our Festival is a commitment to accessibility, inclusivity, and the creation of a truly democratic environment for the exchange of ideas and collaborative thinking. We

give a platform to voices who are often overlooked and aim to break down barriers to access for those who might not typically see themselves as a book festival audience. More than just a summer festival, we work year-round with partners in the local community – with schools, libraries, prisons, hospitals, and other community hubs – with the aim of developing engaged, knowledgeable audiences of all backgrounds and ages. The Festival also makes hundreds of events available to watch online via a Pay What You Can model, offering audiences who cannot attend in person the opportunity to take part, and making the Festival truly global in nature.

Over the last four decades, we have continually transformed our Festival model to reflect our rapidly evolving world, and ensure our ongoing relevance, with a programme balancing today's most challenging topics with exploration of how we can work together towards a brighter future. In 2024 this evolution saw the beginning of a new chapter of our story under the leadership of our new director, Jenny Niven, including our successful first year of presenting the Festival in our new home of the Edinburgh Futures Institute – a new university building created from the stunning renovation of the city's old Royal Infirmary, and positioned at the heart of the city's Festival environment. We are excited about the opportunities this will offer us to collaborate with new partners and share new innovations and voices with our audiences, now and far into the future.

The role

The Children's venues will be made up of a dedicated indoor interactive workshop space hosting events for children and families, and an outdoor tent with activity area.

The Children's Venue Facilitator will be responsible for the set-up and smooth running of events in these areas, as well as some in other venues as necessary, and facilitation of activities for children and families.

Pre-Festival duties:

- Attending pre-festival training with the Creative Learning Manager and other temporary staff
- Coordinating final preparations of venues prior to Festival opening

During the Festival:

- Assisting in event and venue preparation and delivery and ensuring venue is tidy and always fit for purpose.
- Collating and preparing event materials, including craft materials.
- Leading on and delivering children's craft and story sessions.
- Assisting with activities during events.
- Setting up and assisting with technical requirements during event.
- Meeting authors and chairs, escorting to the venue and assisting as necessary.
- Accompanying authors during signings following events.
- Providing introductions to events.

- Responding to author and participant requirements quickly and efficiently.
- Assisting with deliveries and onsite storage of event materials and props.
- Daily set-up and tidying of materials and venue, and for evacuation of the venue in the event of an incident.

Person Specification

Successful candidates will possess the following:

- Experience of working with children
- Experience of delivering activities for children of a range of ages
- An interest in books, especially children's and picture books
- A fun and professional manner
- Confidence when dealing with the public
- Excellent customer service and communication skills
- Energy and enthusiasm and a flexible, positive attitude

Additional qualities which may be useful include:

- Experience or an understanding of live literature or festival organisations
- PVG scheme membership (employment will be conditional on receipt of a PVG scheme record)

Staff wellbeing

The Book Festival is developing an open and active staff wellbeing culture and is committed to making everyone in our team feel safe, welcome and included. An Employee Assistance Package is available which offers a variety of levels of counselling, one-to-one personal support and resilience tools, along with personal legal and financial advice and family support. Several of our team have chosen to be trained in First Aid for Mental Health and our Safer Spaces Policy actively promotes a culture where everyone's experience (staff, artists, partners and audiences) is valued, and no-one is made to feel unsafe or excluded. We continue to reflect and consult with our team.

Terms and conditions

The post is based at our Festival site in Edinburgh Futures Institute on Lauriston Place.

In general, staff are required to work an average of 42 hours per week (6 days out of 7), on a shift basis, between Monday and Sunday. Rotas will be issued at the beginning of your contract but may be subject to change. Attendance at all training days is compulsory.

The rate of pay for this position will £13.88 per hour. Wages are paid weekly in arrears by bank transfer.

Equal opportunities

The Edinburgh International Book Festival is an equal opportunities employer and a Real Living Wage employer. Our work is framed by a commitment to Equity, Diversity, Care and Inclusion.

The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We actively encourage applicants with diverse backgrounds and experiences to apply.

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

How to apply

Please read the job description carefully and complete the online application using the links on our website: <https://www.edbookfest.co.uk/about-us/jobs>.

Please ensure you upload a copy of your current CV (no more than two pages) and an application letter outlining your suitability for the role and why you wish to work at the Book Festival. You may include any other information that supports your application, and we ask that you provide two recent professional references.

If you have any questions or would like an informal chat about the role, please contact Rachael Laburn, Creative Learning Manager, rachael.laburn@edbookfest.co.uk.

Closing date for applications: Sunday 8 June 2025, 23:59

Interviews

Interviews: w/c Monday 16 June 2025

The Edinburgh International Book Festival Ltd has its registered office at 121 George St Edinburgh and is a company limited by guarantee (SC079939) with charitable status (SCO10120).