Edinburgh International Book Festival
Job Description: Programme Manager

Contract
Permanent

Rate of Pay
Circa £25,000 per annum plus 5% pension, and 34 days annual leave (including public holidays)

Key Dates
The Edinburgh International Book Festival runs for 18 days every August. The next Festival will take place from 13 to 29 August 2016 plus the Schools Gala Day on 30 August 2016.

Background
The Edinburgh International Book Festival is an international showcase celebrating the written word, literature and ideas, and bringing together authors from all over the world to take part in public events. There is a strong strand of debate and discussion events on a range of ethical, cultural and political issues, to complement the more traditional author interviews and readings. At the heart of all the Book Festival’s activity is an integrated approach to learning with the aim of expanding participation in literature and developing engaged, knowledgeable audiences of all ages.

The first Edinburgh International Book Festival took place in Charlotte Square Gardens in 1983. The original Festival had 30 author events; the 2015 Book Festival had over 850. We believe the Book Festival to be the most successful public celebration of the written word in the world. Recent years have seen a number of innovations in the form and content of the Festival, in order to maintain and develop the Book Festival’s position at the forefront of international literary festivals.

The Baillie Gifford Children’s and Schools Programmes offer an extensive series of activities, workshops and interactive events for audiences ranging from babies to young adults, including a comprehensive series of outreach events in August. Around 13,000 school children from across Scotland attend the Schools Programme with a further 3,500 engaged through outreach activities.

A recent award from People’s Postcode Lottery has enabled the Book Festival to expand its activities outwith the Festival with our Booked! programme. A celebration of words and ideas, Booked! blends the very best from groups and organisations across the country with the energy and excitement of the August Book Festival. Produced in collaboration with a variety of partners, this wide-ranging programme of events and activities brings authors, artists and audiences together to inspire each other and to be inspired, to share stories and experiences, and bring books to life for people of all ages in their own communities.

The Book Festival has an annual turnover of over £2 million, of which around 20% comes from Creative Scotland and the City of Edinburgh Council to support core operations. Around 80% of income is self-generated, raised from sponsorship, trusts and philanthropy, ticket sales and the proceeds of our independent booksales subsidiary.

The Edinburgh International Book Festival is a founder member of Festivals Edinburgh, the umbrella organisation created by Edinburgh’s 12 major Festivals to lead on their joint strategic development and maintain their global competitive edge.
The Team

The Book Festival has a permanent staff of 23 throughout the year, expanding rapidly over the summer to a peak of around 100 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 a number of full-team planning and debrief meetings during the year.

The Role

The role of Programme Manager has been created in response to the continued growth in the complexity and diversity of our programme. The successful candidate will be an integral member of the Programme team, producing a diverse range of innovative projects and events, and ensuring the highest standards of delivery and participant experience across the Festival programme.

The Programme Manager will be line managed by our Associate Director, Roland Gulliver, but will also work closely with the Children and Education Programme Director, Janet Smyth, and our Director, Nick Barley.

Key Duties and Responsibilities

Event production and project management

1. Work closely with the Director, Associate Director, Children and Education Programme Director and other members of the Programme team to deliver the Festival, special projects and events, and other activities.

2. In close collaboration with the Director, Associate Director and Children and Education Programme Director, shape and produce a portfolio of projects defined by the year’s activities and themes, including performances, special readings, international collaborations and publications.

3. Develop and manage strong relationships with external partners, ensuring projects and events are developed and delivered to the highest possible standard.

Operations and staff management

1. Create and manage the programme schedule, communicating proactively with the Directors, the rest of Programme Team and all other departments to ensure key deadlines are met.

2. Manage day to day operations for the programme office, liaising with other teams and departments on an ongoing basis.

3. Liaise with the IT and Systems team on the development of our in-house programme database and online systems to ensure smooth processes and communications.

4. Monitor programme team delivery against schedules and key milestones, advising of any anticipated additional resource requirements in good time.

5. Overall management responsibility for the Author Logistics Officer ensuring liaison with authors and delivery of travel, accommodation and fee arrangements is of the highest possible standard.

6. Management of programme delivery budgets, working closely with the Operations team to monitor throughout the year producing appropriate estimates, forecasts and reports.

7. Manage budget for administrative support; recruiting and managing additional staff as appropriate.

8. Recruit and manage the Author Hospitality staff for the Festival.

9. Manage the set-up and delivery of Author Hospitality, liaising with caterers and relevant partners.
Communications and relationship management.

1. Manage and develop relationships with cultural institutes, making applications for all travel and country specific funding and meeting all reporting requirements.

2. Manage the delivery of programme communications with authors and publishers throughout the year.

3. Work in conjunction with the rest of the team to deal with correspondence, books, information and images from publishers, authors and chairs; pursue outstanding information and ensure that all responses are correctly filed and entered accurately onto the relevant database.

4. Provide support and assistance in using the secure website to authors and publishers as required.

5. Communicate punctually and courteously with participants and publishers, and ensure they have the information required.

Person Specification

This role will be extremely demanding, as well as rewarding. It requires an organised, detail-focused, dynamic and practical individual with very strong project management and communication skills.

Qualifications and experience

- Excellent experience of event production, management and delivery
- Extensive administrative and project management experience at a high level of responsibility
- Significant experience of developing and managing diverse relationships and creative partnerships
- Demonstrable experience of managing multiple priorities and working to tight deadlines whilst maintaining the highest standards of delivery
- Experience of managing budgets and contributing to funding applications
- Experience of recruiting and managing staff
- Experience of working in a live literature or arts organisation

Skills and knowledge

- High level communication skills including experience of confidently and proactively communicating with a wide range of stakeholders including authors or artists
- A proactive and positive approach, combined with stamina and calm in the face of pressure
- Knowledge of the publishing industry, contemporary literature and festivals
- Computer literacy (including Microsoft Excel, PowerPoint and databases) and the aptitude to quickly learn new systems
- The ability and confidence to host authors and guests on site at the Book Festival, including occasionally introducing events
- Ability to work flexibly, independently, co-operatively and as an effective team member
- An enthusiastic and conscientious personality with a can-do attitude and a willingness to carry out physical duties during the Festival
- Full understanding of and commitment to the vision, mission and aims of the Book Festival

Terms and Conditions

This is a permanent post based in the Book Festival’s offices at 5 Charlotte Square in central Edinburgh, and at the festival site in Charlotte Square Gardens during August. The normal working week is 40 hours (9:30am to 5:30pm Monday to Friday) although extra hours will be required in the lead up to and during the Festival period. There is no overtime allowance, but up to six days off will be given in lieu for weekends worked during the Festival itself.

Permanent employees receive 34 days of paid holiday per annum, consisting of an allowance of 22 days as well as public holidays on Good Friday and Easter Monday, and a two week discretionary shutdown over Christmas and New Year.

The Book Festival will pay a contribution of 5% of salary into our group pension scheme. Employees may make voluntary additional contributions through payroll.
Unless otherwise stated, all staff are subject to a three month probationary period and a performance review towards the end of the first festival cycle. Salary will be paid on the 28th of each month in arrears by bank transfer. Salaries are reviewed by the Board each December.

We are committed to making the Book Festival as accessible as possible to sponsors, customers, participants and staff. If you have any specific access requirements, 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 at https://www.edbookfest.co.uk/about-us/jobs and upload a letter which outlines how you meet the person specification, why you wish to work at the Book Festival and any other supporting information you feel relevant.

If you would like to discuss the role further, please email jobs@edbookfest.co.uk or speak to Roland Gulliver, Associate Director, on 0131 718 5666.

Closing date: Monday 27 June 2016 at 12 noon
Interviews: Thursday 30 June 2016

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)