



**Edinburgh  
International  
Book Festival**

## How to apply: Administrator

Please read the job description carefully: you can download it from the Book Festival's website [www.edbookfest.co.uk/about-us/jobs](http://www.edbookfest.co.uk/about-us/jobs)

If you would like to discuss the role further, please contact Fiona Fergusson, Head of Operations & Finance on [jobs@edbookfest.co.uk](mailto:jobs@edbookfest.co.uk)

If you would like to apply for the post of Administrator, please **complete the online application** at <https://edbookfest.teamdetails.com/>

As well as filling in the application form, you will also be asked to upload your **current CV and 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.

Many thanks for taking an interest in the Edinburgh International Book Festival.

### **Closing date for applications**

11.59pm, Sunday 15 May

### **Interviews**

Interviews will be held at our offices on Monday 23 May.

The Edinburgh International Book Festival Ltd has its registered office at 121 George Street, EH2 4YN and is a company limited by guarantee (SC 79939) with charitable status (SC010120)