

Job Description: Booksales Supervisor

Full time, approx. 40 hours per week

Contract

Temporary: Monday 8 August - Friday 2 September 2022.

Rate of pay

£11.46 per hour, paid weekly in arrears by bank transfer (plus holiday pay).

Key dates

The Edinburgh International Book Festival runs from 13-30 August 2022 (including 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.

Discussion, performance and interactive events have become prominent features of the Festival, complementing the more traditional interview-style conversations 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 Book Festival's children's programme of author events, activities and workshops is produced for young audiences of all ages, from babies to teenagers, attracting family audiences of around 20,000 each year. In addition, an extensive schools programme is created for primary and secondary pupils, with around 14,000 school children attending each year. Following an award from players of People's Postcode Lottery, the Book Festival expanded its activities to deliver a wide-ranging community programme. A series of live-literature events, artists' residencies and mini-festivals is created year-round, taking the Book Festival on the road around the country to inspire and entertain people in many different communities, including Scottish prisons.

Since 1983, the Edinburgh International Book Festival has grown to stage over 900 events every August, attracting around 250,000 visits, making it the largest public celebration of the written word in the world. Up until 2020, the Book Festival took place in a specially built tented Festival village in Charlotte Square Gardens, in the heart of Edinburgh.

With the global pandemic the world changed. As a small agile festival operation, the Edinburgh International Book Festival responded swiftly to the changing environment by staging a fully digital Book Festival in August 2020. With little experience, the Festival team boldly embarked on creating a new interactive online environment, where authors came together in 147 live and pre-recorded events. Real-time chatrooms, live author Q&As and book signings created a lively online forum where people gathered, and authors interacted with their audiences. Most importantly, conversation and the exchange of ideas were able to continue. The 2 new digital format was enthusiastically received, and many thousands of people tuned in and chatted with each other from countries across the world.

Since 2021, a long-term strategic partnership with the University of Edinburgh has given the Book Festival a new central location at the Edinburgh College of Art and presents the opportunity for an exciting hybrid Festival for the future. The range of distinctive indoor spaces and the grassy outdoor courtyard offers the Book Festival the facilities to build broadcasting studios for digital events and a range of flexible spaces for audiences to enjoy live and screened events in-person.

The Edinburgh International Book Festival is a founder member of Festivals Edinburgh, the organisation created by Edinburgh's 11 major Festivals to support joint strategic development and maintain the position of Edinburgh's festivals as global leaders.

The Booksales Team

The Booksales team comprises the Head of Booksales and Retail, Bookshop Manager, Booksales and Retail Buyer and approximately thirty Festival bookselling staff, which includes a small number of duty supervisors. The Duty Supervisor reports to the Bookshop Manager in the first instance.

Key duties and responsibilities

- Instructing and supervising booksellers in their daily tasks
- Ensuring the smooth running of the Bookshop, including author signings
- Helping to organise and set up the Bookshop before the Festival begins
- Dealing with customer enquiries
- Processing sales and shelving and merchandising stock
- Ensuring that visitors to the Bookshop have a positive experience
- Helping to physically dismantle the Bookshop and pack books for return after the Festival ends
- Other duties as required

Person Specification

Successful candidates will possess the following:

- Management or supervisory experience
- Retail experience
- Excellent customer service skills
- Good communication skills
- An enthusiastic personality and a flexible, positive attitude

- The ability to work as part of a team
- Genuine knowledge of and an interest in books
- Good level of physical fitness as an amount of heavy lifting is required

Terms and conditions

The post is based at the Festival site at the Edinburgh College of Art. Staff are required to work an average of 40 hours per week (6 days out of 7), on a shift basis, between Monday and Sunday. Morning shifts will start at 09:00 and evening shifts generally finish at 23:00. Rotas will be issued in advance of the Festival but may be subject to change.

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 Kirsty Smith, and a copy of your CV using our recruitment portal <https://edbookfest.teamdetails.com/>

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 Kirsty Smith, Head of Booksales & Retail kirsty.smith@edbookfest.co.uk

Please note that we do not appoint without interview. Our interview schedules are very busy, and we strongly advise that you ensure you are available during the interview week.

Closing date for applications: Sunday 29 May 2022, 23:59

Interviews will be held remotely via video call w/c 13 and 20 June 2022

The Edinburgh International Book Festival Ltd has its registered office at 121 George Street, EH2 4YN and is a company limited by guarantee (no SC 79939) with charitable status (SC010120).