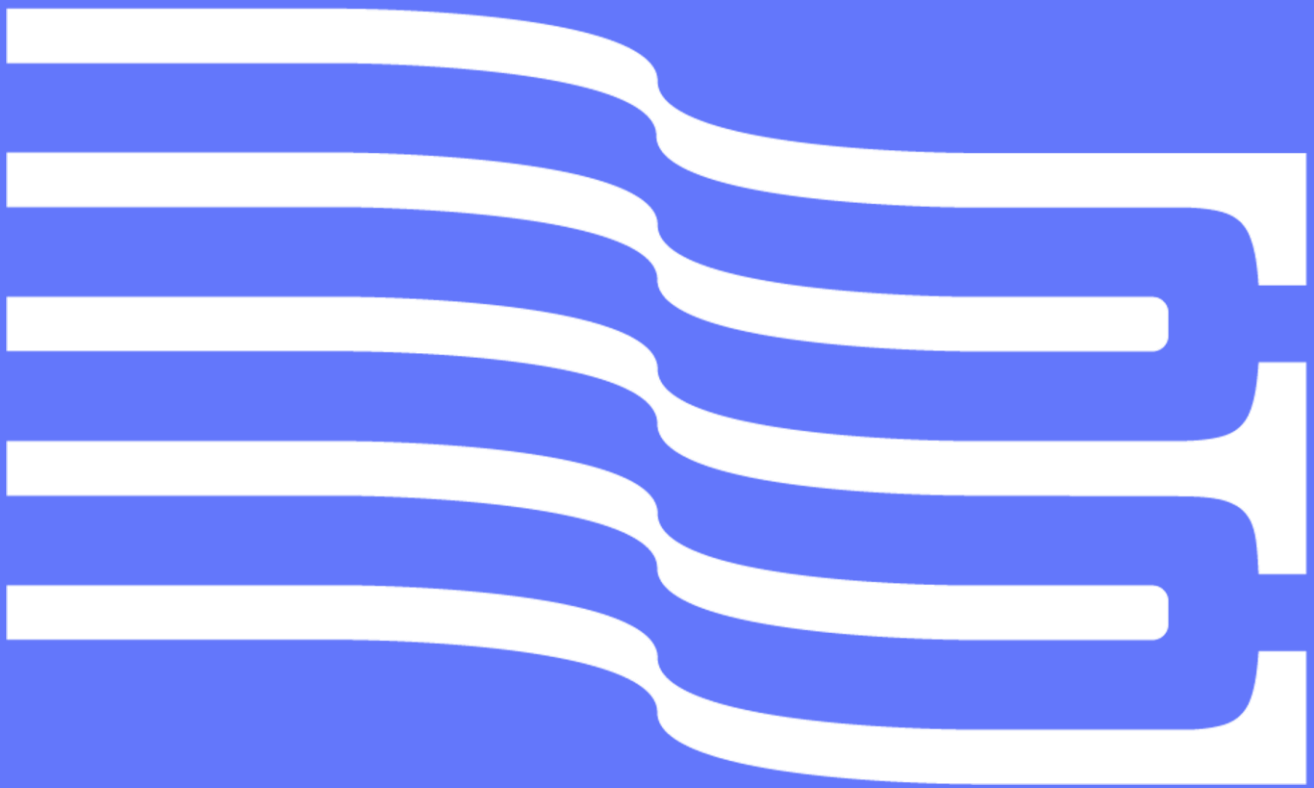




Edinburgh
International
Book Festival



Programme
Administrator

Programme Administrator: Job Description

The Role

Edinburgh International Book Festival is looking for an organised and detail-oriented Programme Administrator with excellent interpersonal skills and a proactive approach to join our dynamic Programme team. The Programme Administrator will be a key point of liaison in the run-up to and during the 2024 Festival. Responsibilities include maintaining the central festival database, ensuring programme milestones are met, and communicating confidently with authors and partners to ensure their Festival experience is positive and memorable. While there is a strong administrative focus to this role, there will also be the opportunity to support the Programme team with the more creative aspects of event production, contributing to the shaping and delivery of a world-leading celebration of books, writing and big ideas.

Contract

Full-time, fixed term (5 months)

Salary

£25,100 pro rata

Key dates

Schools Programme launch: 18 April 2024

August Programme launch: 4 June 2024

Logistics Day: 25 July 2024

August Festival: 10 - 25 August 2024

A programme of events and activities takes place throughout the year; key dates are determined by our Communities Programme strategy and will vary each year.

About the Edinburgh International Book Festival

Edinburgh International Book Festival is a democratic, inclusive celebration of creativity, imagination, and ideas, which ignites exchange, empowers audiences and fosters human connection.

We create spaces for critical thinking and nuanced debate across cultural, ethical and political issues; champion writers from around the world; and shape interactive experiences with the world's finest writers and thinkers. We want everyone who joins us to feel safe to express themselves and take ambitious leaps of thought in a climate of mutual respect.

We're outward looking and internationalist in our approach. We introduce audiences to first class work from around the world, supporting empathy and understanding, and celebrating Scotland's writers within the global context.

We also have a broad programme of inspiring and innovative events for schools, and children and their families. We're committed to reaching those who may face barriers to being part of the Book Festival, integrating creative learning and community engagement, and giving agency to people not always heard in cultural spaces.

Background

The Book Festival was founded in 1983 with around 80 events in a marquee in Charlotte Square Gardens. By 2019, we were still in the Gardens but one marquee had evolved into a whole village of tents, hosting a programme of over 900 events with authors from across the world.

With the global pandemic, like everyone else, our world changed. We responded quickly and in August 2020, we staged an acclaimed digital Book Festival, where writers came together and thousands of people from across the world gathered and interacted in real-time chatrooms and live Q&As. 2021 to 2023 saw more transformation: a long-term strategic partnership with the University of Edinburgh enabled us to stage hybrid festivals on a new site at the Edinburgh College of Art.

In 2023, we also welcomed a new Director, Jenny Niven, whose bold vision will lead us through the next period of transition with optimism and positivity. From 2024 we will be in a new home at the Edinburgh Futures Institute, a landmark development at the University. Our new venue offers us the possibility of multi-disciplinary collaboration and placemaking, and building new experiences for writers, audiences and partners in the physical and digital space.

The team

The Book Festival has a permanent staff of 23 throughout the year, expanding over the spring and summer to a peak of around 100 staff during the Festival. All staff members are encouraged to play a role in the ongoing development of the organisation through several full team planning and debrief meetings during the year. The heads of each department form the Senior Management Team.

The Role

The Programme Administrator provides key administrative support to the Programme team across the Adults, Children, Schools and Communities programmes. We are looking for a highly organised and enthusiastic team player to join us at an exciting time as we lay the groundwork to deliver the 2024 Festival in August, in line with our organisational values of curiosity, collaboration, courage, nurture and fun.

The Programme Administrator works closely with the Programme team, which comprises six full-time roles across programme curation and delivery: Programme Director (Adults); Communities Programme Director; Children and School's Programme Director; Programme Manager; Author Logistics Manager; and Creative Learning Manager; plus one part-time role Communities Programme Assistant. The team increases in size in the lead-up to the festival when we welcome colleagues who work on a contract basis across administrative support and project production.

The post will be Line Managed by Lilidh Kendrick, Programme Manager.

Key Responsibilities

Programme delivery

- Provide administrative support across the Programme team, including maintaining the Festival database, ensuring participant records are up-to-date, and creating reports and schedules.
- Identify and gather outstanding information from publishers - including books, images and permissions - and ensure materials are correctly filed, with any changes or updates communicated promptly with the team.
- Support the Programme Manager on presentation and production requirements for multi-artform event strands, including performance and cookery, sharing ideas to deliver unique and memorable experiences for audiences.
- Support the Programme Manager and Creative Learning Manager to ensure that access requirements are met to a high standard, including liaising with partner organisations to coordinate BSL and captioning provision for events.

- Assist with the creation of learning resources and information packs for Workshop Leaders.
- Coordinate office mailings, including the mailing of books to Chairpersons and participants, liaising with the Operations team to order required materials.

Communications and relationship coordination

- Act as a central point of contact for participating authors, publicists, partners and other stakeholders - including overseeing the centralised Programme mailbox - fostering positive relationships and communicating updates warmly and courteously.
- Liaise with Chairpersons and Workshop Leaders to share briefings, materials and information required for their events, making sure they feel prepared, energised and a valued part of the Festival community.

Event coordination on site

- Support the Programme team with event and venue preparation during the August Festival.
- Respond to author and participant requirements promptly on site, acting as an ambassador for the Festival and contributing to a warm, supportive and inclusive atmosphere.
- Introduce workshops in the Adults and Kids workshop event spaces, overseeing activity and assisting the Workshop Leader and participants as required.
- Assist with the creation and distribution of evaluation and feedback forms to ensure we are capturing accurate and useful insights into the Festival experience.
- Perform other administrative tasks as required across the Programming team, such as attending meetings, on-site briefings and taking notes.

Person Specification

The successful candidate will possess the following:

Essential

- Extensive administrative experience, preferably within a creative environment.
- Confident presentation and interpersonal skills, including the ability to adapt communication to a diverse range of stakeholders.
- Organisational skills, with an ability to plan and prioritise to meet deadlines.
- Strong written and verbal communication skills, with a keen eye for detail.

- Computer literacy - including Microsoft Office, Teams, and databases - and the aptitude to learn new systems quickly.
- An ability to work collaboratively, as well as a demonstrable aptitude for working independently.
- A practical, resourceful approach to problem-solving and a calm demeanour under pressure.
- An enthusiastic personality with a flexible, positive, can-do attitude.

Knowledge and experience that would be beneficial for this role

- Knowledge of the publishing industry and/or festivals, ideally with experience of working in an arts organisation.
- Experience working in a third sector organisation.
- Experience of working with vulnerable groups.

Personal attributes

- A commitment to equality, inclusivity, and diversity.
- A proactive and positive approach to work.
- The confidence to ask for assistance and support when necessary.
- The ability to communicate honestly, openly, and consistently.
- Pays the utmost attention to detail but understands the bigger picture.

Staff welfare

The Book Festival has developed an open and active staff welfare culture and is committed to making everyone 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.

Members of staff have chosen to be trained in First Aid for Mental Health, ensuring awareness of staff well-being is embedded in our culture. We have a Safer Spaces Policy, which actively promotes a culture where everyone's experience (staff, artists, associates and visitors) is valued, and no one is made to feel unsafe or excluded.

Terms and conditions

The Book Festival team work out of our offices at 121 George Street, Edinburgh. The 2024 festival will be held at the Edinburgh Futures Institute.

The Book Festival has a flexible working arrangement, allowing team members to work at the office (for a minimum three days a week) and at home. It is important that at least two

of the Programme Administrator's days in the office align with the rest of the Programme Team.

Regular office hours are 9:30-17:30 Monday-Friday outwith festival time, with additional hours required at peak times of the year.

During the Festival, staff are expected to work up to 6 days a week with increased hours, and Time Off In Lieu (TOIL) will be given for weekend days worked.

Book Festival employees receive 34 days of paid holiday leave per year, consisting of an allowance of 28 days with an additional 6 public holidays across Easter and New Year. There is a two-week shutdown over Christmas which uses 6 days of the annual leave allowance.

Unless otherwise stated, all staff are subject to a three-month probationary period and performance review towards the end of their first Festival cycle.

The salary for this position will be £25,100. It will be paid on the 28th of each month in arrears by bank transfer.

The Book Festival will pay a contribution of 5% of salary into our approved, auto-enrolment pension scheme and employees must make the minimum statutory contribution through payroll.

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 a commitment to Equality, Diversity, and Inclusion.

The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We 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 the job description doesn't answer your questions, please contact Lilidh Kendrick, Programme Manager (lilidh.kendrick@edbookfest.co.uk)

Closing date for applications: Tuesday 26th March 2024, 12pm

Interviews: Thursday 4th and Friday 5th April 2024

Interviews

Interviews will be held at the Book Festival offices at 121 George Street, Edinburgh, EH2 4YN (for local candidates) or on Zoom if preferred.

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 (SC010120).