

EDINBURGH ART FESTIVAL²⁰¹⁹

Edinburgh Art Festival 2019

Festival Co-ordinator - Front of House & Festival Team

Deadline Sunday 28 April, midnight

Overview

Founded in 2004 and now in its 16th edition, Edinburgh Art Festival is the platform for the visual arts at the heart of Edinburgh's August festivals, bringing together the capital's leading galleries, museums and artist-run spaces in a city-wide celebration of the very best in visual art. Each year, the Festival features leading international and UK artists alongside the best emerging talent, major survey exhibitions of historic figures, and a special programme of newly commissioned artworks that respond to public and historic sites in the city.

We are currently seeking to appoint a dedicated and efficient Festival Co-ordinator - Front of House & Festival Team to develop and lead a successful Front of House team, including our team of invigilators, and a small cohort of occasional volunteers who will support wider activities and events. The 2019 Festival runs from 25 July to 25 August 2019 and venues are open 7 days a week.

The ideal candidate will have a keen knowledge of, and interest in, contemporary art and an enthusiasm for communicating it to audiences. They will have experience of people management within the events, arts or not-for-profit sector, and experience of leading teams.

Main activities and responsibilities

The Co-ordinator will line manage a team of around 20 invigilators alongside a small number of occasional volunteers, and will oversee the staffing and management of: the 2019 commission venues; the Festival Kiosk – the main information hub for the Festival; and assist with delivery of all Festival activity and events.

Title	Festival Co-ordinator - Front of House & Festival Team
Reports to	Programme Manager
Hours	c. 35 days to be worked as follows: Planning days: 5 days from early June to 19 July Festival delivery period: 28 days from 22 July to 26 August (Regular days/hours during Festival will be Tuesdays – Sundays 10:30am – 6:30pm) Evaluation days: 2 days wrap up and evaluation week of 26 August
Remuneration	c. 35 days at £88 per day – hourly rate £11

Key Tasks

Supporting recruitment, training and devising rotas for team of invigilators
(c. 5 days from early June to 19 July - dates to be agreed)

The Festival Co-ordinator will:

- Support the Edinburgh Art Festival team in planning final stages of the recruitment and training of invigilators and a small team of volunteers
- Assist with the recruitment of invigilators, including contributing to interviews which will take place between **3 - 14 June**
- Devise staffing rota for commission venues and Kiosk – and liaise with appointed invigilators to agree dates and shifts to ensure adequate staffing for these and related events
- Develop an orientation/training process for invigilation team and volunteers, including updating the Festival Team handbook for the 2019 Festival and co-ordinate induction presentations by members of Edinburgh Art Festival team
- Support Edinburgh Art Festival team in the set up and staffing of the Festival Kiosk/information hub and reading area

Festival Delivery

(28 days from 22 July - 25 August)

The Festival Co-ordinator will:

- Lead and manage the team of invigilators for the duration of Edinburgh Art Festival, including the management of a staffing rota for Festival commissions venues and Kiosk throughout the Festival period, and being the first point of contact for the front of house team
- Liaise and work closely with the Programme Assistant, Marketing & PR Assistant and the Edinburgh Art Festival team to ensure the smooth running of the Festival activities, programme and commissions
- Work with Edinburgh Art Festival staff team, Programme and Events Assistants to provide support for Festival events and activities, including overseeing a small number of volunteers as appropriate
- Ensure that all Edinburgh Art Festival commissions and venues have adequate supervision during opening hours, and are safe and secure when closed

- Ensure that there is an effective system for opening/closing; switch on/switch off (lighting, AV etc) for all Festival venues and to liaise with Programme Assistant in the case of any technical or installation problems arising
- Work with the appointed team of invigilators to provide a welcoming atmosphere for Festival visitors, and to ensure that all members of the Front of House team are well briefed with background information regarding artworks, Festival venues, events and activities
- Ensure all invigilators and volunteers are aware of and compliant with health and safety regulations
- Support the Festival team in ensuring all Edinburgh Art Festival commissions and venues are well-maintained and operational, reporting any problems with art works and/or equipment as soon as possible for a quick resolution
- Liaise with any venue hosts regarding access and ensure the Festival Team maintain and respect the on-going good working relationship the Festival has with associates and partners
- Ensure adequate supervision is provided within the Festival Kiosk, and in the delivery of Festival activities, across venues and commissions
- Maintain a Festival Team database and record hours, roles and activities
- Liaise with Festival Administrator to co-ordinate Festival Team salaries/fees and volunteers' expenses claims
- Co-ordinate the collection and collation of visitor survey

Evaluation

(2 days from 26 August)

The Festival Co-ordinator will:

- Contribute to evaluating the programme including gathering feedback from invigilators and volunteers
- Assist with the de-install and packing up of Front of House areas, kiosk, merchandise etc.

To Apply

Please send a current CV, cover letter and an Equal Opportunities form to info@edinburghartfestival.com using 'Festival Co-ordinator – Front of House & Festival Team' as the subject heading.

The cover letter should be no more than two sides of A4 and should outline your interest and suitability for the role and highlight relevant experience.

Deadline Sunday 28 April, midnight

All applications must be submitted by 5pm on the closing date.
Any applications submitted after this time will not be considered.

Interviews will take place on 7 May 2019