

EDINBURGH ART FESTIVAL 2019

CALL FOR APPLICATIONS

INFORMATION ASSISTANTS EDINBURGH ART FESTIVAL 2019

Fixed term contract

£9 per hour (24–40 hours per week)

Deadline for applications: Midnight, Sunday 26 May

Are you passionate and knowledgeable about contemporary visual art?

Edinburgh Art Festival is inviting applications from exceptional people to join our team of **Information Assistants** for the 2019 Festival, running from **25 July to 25 August**.

This is an exciting opportunity for you to develop your skills, experience cutting edge visual art, meet like-minded individuals, and be a part of our Festival team. As part of the team you will gain great experience and discover the Festival from a whole new perspective.

Working with Edinburgh Art Festival

Founded in 2004, Edinburgh Art Festival is the platform for the visual arts at the heart of Edinburgh's August festivals. We bring together the capital's leading galleries, museums and artist-run spaces, alongside new public art commissions by established and emerging artists as well as an innovative programme of interconnected events.

We are seeking enthusiastic, friendly and engaged individuals to join our team and provide an outstanding visitor experience. Information Assistants will play a key role in the Festival, being the first point of contact for visitors from across the world who are exploring the city-wide celebration of visual art, whilst playing an important role in ensuring the security of artworks, and the safety of all visitors and staff. Information Assistants will work across a range of the venues and sites relating to our Commissions Programme, *Platform: 2019*, the Festival Kiosk, and will assist with stewarding key activities such as artists' talks, performances, and our wider events programme.

Key Tasks and responsibilities

- To be the first point of contact for visitors providing a friendly welcome, and to offer information about the artworks and wider Festival programme.
- To invigilate the venues and commissions and monitor the safety of artworks.
- To assist the Festival Co-ordinator and Festival Assistant to ensure the safety of visitors at each venue.
- To assist with the opening and closing of venues and sites, and to prepare venues for public opening with any AV switch on/switch off routine where required (training provided).
- To assist occasionally with staffing the Kiosk, our main information point for the Festival, and to assist with related Festival activity, display and promotion of Festival merchandise and events information, also with the Children and Families engagement programme, where required.
- To assist with conducting visitor research, questionnaires etc to support our evaluation procedures.
- Information Assistants are based at venues throughout the city centre – all within a walking distance from each other. A flexible approach is encouraged as locations may alternate during each invigilation session.

Person Specification

Applicants must be **at least 18 years of age** and should demonstrate the following skills, experience and qualities:

Essential

- Evidence of a strong interest and engagement in visual art
- Excellent communication skills, fluent spoken English, and confident in interacting with members of the public
- Some relevant experience of working in a public/customer facing role – e.g in a front of house role in gallery or museum, invigilator role, or in context of hospitality or retail etc.
- Must be reliable in attending shifts, and excellent time-keeper
- Must be a motivated, flexible and proactive individual, committed to providing the best experience for Festival visitors

Desirable

- A degree (or undertaking studies in) in Fine Art, History of Art or other relevant studies
- Familiarity with Edinburgh city centre
- Familiarity with Edinburgh Art Festival
- Experience of working as part of a team
- Experience of working or volunteering within the visual arts or Festival environment
- Experience of working with audio visual equipment
- Able to work some weekend shifts

Reports to: Festival Co-ordinator

Fixed Term Employment: Information Assistants will be contracted on a fixed term contract for the period of the Festival including some preliminary training dates in late July.

Pay: £9 per hour, payable fortnightly in arrears.

Working Hours

Festival dates are **25 July to 25 August 2019**. The Festival venues are open 7 days a week, and hours are generally 11am to 6pm. In addition, events take place in the evenings across the Festival. Information Assistants can work **up to 40 hours per week**. Working hours/shifts will be allocated based on your availability and according to a rota system. Shifts will range from 4–8 hours, including unpaid meal break entitlement of 45 mins with shifts over 4 hours. **Minimum time commitment required is 24 hours per week.**

Training

As part of the Festival team you will attend paid training and induction sessions covering expected standards of behaviour and service, introductions to the programme and individual artists' projects, exhibition safety and security procedures, including introductory tours of venues. Provisional dates for training sessions are the mornings of Tuesday 16 July and Tuesday 23 July.

How to Apply

To apply for this opportunity, please send a CV and covering letter (no more than one side of A4), outlining your interest in this role, your relevant experience, with an indication of your availability in the period of the Festival, alongside an Equal Opportunities Monitoring Form, and email to info@edinburghartfestival.com with the subject line 'Information Assistant'.

Deadline for applications: Midnight, Sunday 26 May 2019

Any applications submitted after this time will not be considered.

Please note due to the high number of applications expected, we will only be in contact with those invited to interview.