

EAFF26

EDINBURGH ART FESTIVAL

PROGRAMME ASSISTANT - FRONT OF HOUSE (EAF26)

Contract: Fixed Term (10—30 August)

Hours: Part-Time and Full-Time posts available, minimum contract 12hrs per week.

Salary: £13.45 per hour

Start date: 10 August 2026

Reports to: Festival Coordinator and Festival Manager



ABOUT EDINBURGH ART FESTIVAL (EAF)

Edinburgh Art Festival is the UK's largest annual festival of visual art, taking place across the city every August. Founded in 2004, we work with local and international partners to deliver an ambitious programme of exhibitions, events, and projects. We value our position as a networked organisation that is dynamic, politically engaged, and responsive to change. Through our programme, we support artists, influence cultural policy, and champion diverse perspectives within the arts.

The festival is run by a small core team of seven, expanding with freelancers and temporary staff during the festival period. We are committed to becoming a more inclusive and diverse organisation, and we welcome applications from individuals currently underrepresented within the visual arts sector.

ABOUT THE ROLE

We are seeking enthusiastic, friendly and engaged individuals to join our team and provide an outstanding visitor experience. Programme Assistants will play a key role in the festival, being the first point of contact for visitors to our programme, whilst playing an important role in ensuring the security of artworks, and the safety of visitors and staff.

In 2026 Programme Assistants will be based across a range of sites and venues relating to: our Commissions Programme; the EAF welcome space and wider events programme. Venues are predominantly across Leith and the city centre — many within a walking distance from each other. Programme Assistants will have the opportunity to work across multiple venues across the festival. However, travel and individual access needs of team members will be considered when organising rota positions.

KEY RESPONSIBILITIES

Exhibition and Event Support

- To act as the first point of contact for visitors, providing a friendly welcome and offering information about the artworks and wider festival programme.
- To be knowledgeable about the EAF commissions and partner programme, engaging visitors with EAF programming
- To assist the Festival Coordinator to ensure the safety of visitors at each venue.
- To adhere to risk assessment and fire safety policy across exhibition and event venues (full briefing will be provided as part of training sessions)
- 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 with the preparation and delivery of the events programming across the festival, which may include setting up venues and assisting the EAF team moving print and resources to event venues
- Welcoming audiences to events, managing ticket and guest lists with support from the EAF Team

Welcome Space

- To be first point of contact for audiences coming into the Welcome Space, the central information point for EAF26
- To handle sales of merchandise at the Festival Shop, training on EAF's point of sale system will be provided
- To maintain print and stock levels across the shop and welcome space

Evaluation

- To coordinate the collection and collation of visitor surveys, with support from the Evaluation Co-ordinator
- To contribute to the evaluation of the programme, including gathering feedback from audiences and partners

PERSON SPECIFICATION

Essential:

- Evidence of a strong interest and engagement in visual art
- Excellent communication skills and confidence in interacting with members of the public
- Some experience working in a public facing role e.g in a gallery/museum or in the context of retail or hospitality
- Flexible and adaptable approach to work and ability to use initiative
- Availability to work weekends and some evening hours

Desirable:

- Experience working with audio visual equipment
- Familiarity with Leith, Edinburgh city centre and festival venues
- Familiarity with EAF and the wider Edinburgh summer festivals

HOURS

This is a fixed term contract, both part-time and full-time contracts are available. During the festival dates 14—30 August there will be some evening and weekend work.

EQUAL OPPORTUNITIES + ACCESS

EAF is committed to creating a more equitable and inclusive arts sector. We actively encourage applications from individuals who are underrepresented in the visual arts, including BPOC applicants (Black or People of Colour), Disabled applicants, queer applicants, and working class applicants.

We are committed to making our recruitment process as accessible as possible. If you require this information in an alternative format, or need support at any stage of the application process, please get in touch and we will do our best to accommodate your needs.

APPLICATION DETAILS

Please send a **CV and cover letter** (max 2 pages), by email, outlining how your skills and experience meet the requirements of the job, to Alice Keen, Festival Manager at jobs@edinburghartfestival.com and quoting **Programme Assistant** in the email subject header.

We ask all applicants to fill in an anonymous equal opportunities form online. In line with The Equality Act 2010, and to assess how we are operating in line with our Equality, Disability and Inclusion aims, we collect information from applicants which does not relate to our assessment of your application. This data is used for statistical reporting only, is kept anonymous and is processed in accordance with the Data Protection Act 1998.

The closing date for applications is **Monday 1st June at midnight**.