



## RECRUITMENT PACK

If you have access requirements for the application process or the project more widely, please let us know and we will accommodate these. Tools available to create access documents include **Access Docs for Artists**. Access documents will not be reviewed as part of the selection process and only used to support applicants.

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call **0131 226 6558** or email [jobs@edinburghartfestival.com](mailto:jobs@edinburghartfestival.com).

Please find enclosed information on the **Curator-Producer (Parental Leave Cover) role at EAF (Edinburgh Art Festival)**. To apply, you will need to send us a covering letter outlining your experience and suitability for the role alongside your CV to [jobs@edinburghartfestival.com](mailto:jobs@edinburghartfestival.com)

**Deadline for applications:** Sunday 4 October 2026, 12noon

**Interviews:** Monday 12 October 2026, with second interviews where applicable.

Please refer to the **Curator-Producer Job Description and Person Specification** in your application.

### This application pack contains:

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Thank you for your interest in EAF.

Kind regards,

Kim McAleese  
Director

# CURATOR-PRODUCER (PARENTAL LEAVE COVER)

## Application Guidance Notes

Please follow the checklist below to ensure you fully complete your application.

| What?<br>Read Guidance Notes     | Why?<br>To ensure you send the best application you can, so you're more likely to be shortlisted.                                                                                                                                                                                                                                                                                                                                                           | Completed?<br>Yes/No |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Research EAF                     | This will tell you about who we are and the work we do: <a href="http://edinburghartfestival.com">edinburghartfestival.com</a>                                                                                                                                                                                                                                                                                                                              | Yes/No               |
| Read The Job Description         | This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.                                                                                                                                                             | Yes/No               |
| Read the Person Specification    | These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.                                                                                                                                                                                                           | Yes/No               |
| Send us your CV and Cover Letter | <p>Please email your CV and covering letter to <a href="mailto:jobs@edinburghartfestival.com">jobs@edinburghartfestival.com</a>.</p> <p>Your covering letter should be no more than 2 x sides of A4. Remember to include all relevant experience including voluntary work, placements etc along with paid employment.</p> <p>Complete the <b><u>Equal Opportunities Monitoring form</u></b>, which is anonymised and separate to your application form.</p> | Yes/No               |
| Submit your application          | <p>If you have any difficulties submitting, contact us:</p> <ul style="list-style-type: none"><li>• 0131 226 6558</li><li>• or email <a href="mailto:jobs@edinburghartfestival.com">jobs@edinburghartfestival.com</a></li></ul> <p>Deadline: Sunday 4 October 2026 at midday.<br/>We cannot accept applications after this time.</p>                                                                                                                        | Yes/No               |

# CURATOR-PRODUCER (PARENTAL LEAVE COVER)

## Job Description

**Responsible to:** Director  
**Salary:** £32,000, prorata  
**Contract Dates:** Monday 30 November 2026—Thursday 30 September 2027

**Type of contract:** Fixed term parental leave cover, 10 months  
**Hours of work:** Nov 2026—May 2027: 2—3 days per week  
May—July 2027: 4 days per week  
Aug 2027: 5 days per week  
Sept 2027: 2—3 days per week  
No overtime to be paid, but time off in lieu to be arranged. Hybrid options possible.  
**Holidays:** 21 days, plus 10 public holidays, pro rata

**Probation Period:** Six months  
**Notice Period:** Two months

### ABOUT EAF

EAF (Edinburgh Art Festival) is the UK's largest annual festival of visual art, taking place in August. Founded in 2004, we work with local and international partners to present an ambitious and meaningful programme of exhibitions, events and projects across the city. We recognise EAF's unique position as being a network of many constituent parts and partners, as well as being dynamic and responsive to political change. We recognise that we have power as an organisation to collectively position work, support artists, influence policy and lobby for change.

The festival's year-round civic engagement programme has long-term relationships and partnerships across the city. We are committed to sharing our programme with the broadest possible audience, and to engaging new audiences for the festival and visual arts more generally.

Alongside regular core funding from Creative Scotland and City of Edinburgh Council, each year the successful delivery of the Festival depends on raising vital additional income from a range of sources including the Scottish Government Expo Fund, Trusts and Foundations, Sponsors and International partners. For further information, please view [EAF's website](#).

### ABOUT THE ROLE

The Curator-Producer will join EAF to deliver a confirmed programme of exhibitions, events, and performances. This is a production and delivery-focused role, coordinating artists, partners, technical teams, and logistics to bring each project to fruition.





## KEY RESPONSIBILITIES

### Programme Delivery

#### Co-ordination & Oversight

- Work with the Director to produce and deliver EAF's confirmed programme of exhibitions, events and performances, from planning through to delivery
- Maintain an overview of the programme as a whole, ensuring individual projects are delivered in a coordinated way and support EAF's wider artistic and organisational aims
- Liaise with partners, venues, collaborators, funders and artists across year-round and EAF27 events
- Collaborate with Technical and Production teams on planning technical support across exhibitions, event set-up and performances

#### Planning & Budgets

- Develop and manage schedules and budgets for production, installation and de-installation, monitoring expenditure and flagging financial pressures early
- Work with the Festival Manager to create an Event Management Plan for every project, and with the Director to ensure contracts and partnership agreements are in place
- Set clear timelines for each stage of delivery and monitor progress and give feedback against them

#### Artist Liaison

- Act as the key point of contact for commissioned artists throughout production and delivery, understanding their needs and working practices and identifying any specialist contractors, equipment or suppliers required
- Identify potential challenges early and work with artists, partners and colleagues to find practical and sensitive solutions
- Organise artists' travel, accommodation, hospitality and, where needed, visa support, alongside the Festival Manager

#### Logistics & Installation

- Work with the Director on siting works, negotiating permissions, and ensuring venues meet Health and Safety and Access standards
- Plan install and invigilation staffing with the Festival Manager, and oversee installation and de-installation of all projects
- Ensure relevant licences are applied for and liaise with the local authority where needed
- Good knowledge of logistical and technical requirements of staging large-scale productions, with demonstrable understanding of developing, fabricating and installing multi-disciplinary artist work

#### Team & Attendance

- Manage and support the Events & Production Assistant from June 2027, who brings previous knowledge and experience of EAF, as they support production and events in the lead-up to and during the 2027 festival.
- Attend EAF projects and events as required, including late nights and full-time festival working in August 2027



## OUR RECRUITMENT APPROACH

We are committed to addressing equality, diversity and inclusion across all our work. Our current staff team is predominantly white, cisgender and non-disabled. For this opportunity, we particularly welcome applications from people who may be underrepresented in the arts in Scotland. This includes but not limited to people from the global majority\*, people with disabilities or long-term health conditions, people from low socio-economic backgrounds, and people facing intersecting barriers. We will be focusing our marketing efforts to engage with networks and organisations representing these communities and will also encourage applications from rural areas of Scotland.

\*In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'.

If you have access requirements for the application process or the project more widely, please let us know and we will accommodate these. Tools available to create access documents include Access Docs for Artists. Access documents will not be reviewed as part of the selection process and only used to support applicants.

If you would like an informal, confidential conversation about the role, please contact Kim McAleese on [kim@edinburghartfestival.com](mailto:kim@edinburghartfestival.com) / 0131 226 6558

## Professional Development

We are committed to multiple forms of bespoke professional development, network building and investing in training. The person in this role will work directly with the Director, the Chair, and trustees to develop our programme outcomes and organisational development priorities.

EAF is a Real Living Wage employer.



## KEY RESPONSIBILITIES CONTINUED

### Project Delivery

#### Freelance & Partnership Working

- Source, brief and manage freelance producers, technicians, fabricators and other specialists, with clear scopes, budgets, contracts and timelines
- Develop and maintain relationships with EAF's artistic, institutional, community and international partners, and support delivery of national and international partnership projects
- Support the Civic Curator where useful, such as co-hosting events or making introductions to partners, making connections and introductions to potential partners, and facilitating ways in which the wider team can be involved in the programme

#### Access, Inclusion & Sustainability

- Embed access, inclusion and care throughout planning and delivery, identifying and responding to barriers early
- Consider environmentally sustainable, low-carbon approaches to production, installation, travel and procurement wherever possible

#### External Relations & Communications

- Work closely with the Festival Manager to ensure a high-quality experience for all those working on the festival programming
- Ensure a timely and accurate information flow between all departments involved in the programme
- Maintaining healthy relationships with partners, stakeholders, funders, artists, and any practitioner connected to the organisation
- Liaise with relevant staff over production logistics, schedules, and budgets
- Monitor project budgets throughout delivery, tracking expenditure, commitments and changes, identifying potential financial pressures early and working with the Director to agree appropriate solutions.
- Supporting VIP & Press events
- Work with the Marketing Manager and Director to deliver communication campaigns and implement appropriate communications for each project
- Support the Director and the wider team in delivering interpretation materials for the programme, including, budget permitting, a publication
- Liaise closely with the Marketing Manager and the festival's PR representative to ensure that they have representative images and information for all projects
- Liaise closely with the Marketing Manager to coordinate signage requirements for artworks

#### General

- Regularly attend EAF events and activities both within the locale and elsewhere, and take an active interest in local, national and international developments in visual art
- Maintain an active interest in developments across contemporary visual art and interdisciplinary practice, and use this knowledge to inform relationships with artists, partners and practitioners and the delivery of EAF's programme.
- Provide a flexible approach and undertake to the best of your abilities any other reasonable duties requested by Edinburgh Art Festival in or around the general scope of this job description

## PERSON SPECIFICATION

### Essential:

- At least 3 years' experience of working effectively as a curator / producer of cultural or visual art projects with a wide variety of artists and partners in the arts sector
- Ability to balance care and responsiveness with clear boundaries, timelines, budgets and delivery requirements.
- Experience of working in public spaces / outside traditional gallery contexts
- Excellent strategic and communication skills to ensure clear communications across departments
- Strong track record in working with artists, with an artist-led approach, supporting them in complex project delivery
- Demonstrable project management, administrative and organisational skills, including working with shifting deadlines and budgets
- Demonstrable numeracy and project budgeting skills
- IT literate and confident across a range of programmes and platforms
- Strong written and oral communication skills with an ability to communicate effectively with a diverse group of people and sectors
- Must be available to work in UK (EAF cannot sponsor visas for fixed term role)

### Essential competencies and aptitude:

- Keen interest in and knowledge of the breadth of practices in contemporary art
- Attentive and observant in your communication with others
- A proactive team player, able to effectively prioritise workload as well as reprioritise around changing demands
- Commitment to equity, diversity, and inclusion
- Commitment to kindness and care in all working relationships and project delivery
- Working with EAF's Code of Conduct, and abiding by our Safer Braver Learning Principles

### Desirable skills, experience, competencies, and aptitude:

- Knowledge of EAF's work
- Experience of working on partnership projects nationally and internationally
- Knowledge and experience of national opportunities and support structures for artists working with contemporary art and interdisciplinary arts practice
- Knowledge of design software for projects, such as Sketchup, Canva and Adobe Suite
- Able to talk confidently with large groups of people
- Awareness of access, inclusion, and anti-racism best practices in the cultural sector
- Knowledge of the Scottish visual art sector

### Key outcomes of the role:

By the end of the contract, the Curator-Producer will have

- Successfully delivered EAF27's confirmed exhibitions, events and performances to a high standard, on time and within agreed budgets.
- Built positive and trusting relationships with participating artists, partners, venues and practitioners.
- Ensured that production, access, technical, contractual and logistical requirements are identified and addressed proactively.
- Supported effective collaboration across the EAF team and managed the Programme Assistant during the festival delivery period.
- Maintained clear and accurate programme budgets, schedules, documentation and communications.
- Contributed to a safe, inclusive, accessible and caring working environment for artists, freelancers, partners, staff and audiences.

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### Benefits

- 31 days annual leave, plus 5 wellbeing days and 12 research days a year, pro rata
- Twice-yearly £200 travel and research budget to see exhibitions, performances or events of your choosing
- Workplace pension scheme with employer contributions
- Flexible and remote working
- Training and professional development support, plus a full week off in lieu after the festival

### Recruitment Timeline

**Application closing date:** Sunday 4 October 2026, 12noon

**Interviews:** Monday 12 October 2026

**Start Date:** Monday 30 November 2026

**May 2027:** Increases to 4 days

**June 2027:** Programme & Events Assistant joins, bringing previous EAF knowledge

**July 2027:** 4 days, increasingly focused on festival delivery

**August 2027:** Full-time festival period (13—29 August 2027)

**September 2027:** Contract returns to 2—3 days

**30 September 2027:** Curator-Producer contract concludes