

festivalsedinburgh

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: International Projects Officer

- Reports to:** Programme Manager – international and creative sector connections
- Contract:** 5 month fixed-term PAYE contract for 22 weeks from w/c 31st May to w/c 25th Oct 2021. The role is full-time for eight weeks from 5th July to 27th August 2021 and part-time (average 2.7 days a week) for five weeks up to 2nd July and nine weeks in September and October.
- Salary:** £27,600 p.a. (pro rata), equivalent to £106/day
(plus workplace pension with 5% employee + 3% employer contribution)

Working times: The job is within standard office hours of 9.30am - 5.30pm, Monday - Friday. At peak times, it will be necessary to work flexible working hours in line with festival schedules. Payment of overtime is not applicable to this post but Time Off in Lieu will be given at the discretion of the Line Manager. We are open to discussing requests for a regular flexible working pattern on a case by case basis.

Location: Festivals Edinburgh staff are normally based in the City Chambers, 253 High Street, Edinburgh but the post will be based from home for the foreseeable future due to the Covid-19 pandemic. Once face to face working becomes the norm again, the post holder will regularly attend meetings in central Edinburgh for part of the working week.

Background

[Festivals Edinburgh](#) is the high-level organisation, created and driven by the directors of Edinburgh's 11 major international festivals, to take the lead on their joint strategic development and work to sustain their leadership role locally and globally. Our mission is simple - to work collaboratively to maintain and develop Edinburgh's position as the world's leading festival city. [Our member festivals](#) are:

- Edinburgh Science Festival
- Edinburgh International Children's Festival
- Edinburgh International Film Festival
- Edinburgh Jazz and Blues Festival
- Edinburgh Art Festival
- Edinburgh Festival Fringe
- Royal Edinburgh Military Tattoo
- Edinburgh International Festival
- Edinburgh International Book Festival
- Scottish International Storytelling Festival
- Edinburgh's Hogmanay

Edinburgh's Festivals are world-class cultural assets for Scotland with an international reputation and appeal unmatched by any other cultural event on the globe. They are distinctively Scottish and yet profoundly international, providing career opportunities for over 2,000 participating Scottish arts companies and performers each year, thanks to the 2,500 industry professionals and over 1,000 accredited media from across the world who attend. The international strand of our collective work

through Festivals Edinburgh has encouraged the development of collaborative partnerships among our festivals and across Scottish, UK and international organisations; created new funding streams; engaged key global cultural players; and built the festivals' reputation internationally. While the Covid-19 pandemic has made international working highly challenging, we are focusing our efforts in the coming season on digital networking to sustain our international role, position and profile. Since 2019, Festivals Edinburgh has also secured funding to support the festivals collectively to widen creative connections across Edinburgh and Scotland, and these conversations across the cultural community will be crucial to recovery and renewal.

Project

[Momentum](#) is a delegate programme, based in Edinburgh, which runs for the last week of July and throughout the month of August. It provides a dynamic platform for key cultural players from across the world to engage and build relationships with the Edinburgh's Festivals, the wider Scottish cultural sector, and the international community that flocks to our city during the peak Festivals season. It is delivered by Festivals Edinburgh on behalf of Edinburgh's Festivals, British Council Scotland, and Creative Scotland.

Momentum's objectives are to:

- To build long-term relationships between international artists, producers, key government agencies and funders, and Edinburgh's festivals.
- To share the wider Scottish cultural offering with these delegates.
- To cultivate collaborative opportunities for Edinburgh's festivals, Scottish artists and Scottish work internationally.

Job purpose

The International Projects Officer supports development and delivery of the digital Momentum 2021 programme. The role involves project management to deliver the logistical and administrative structure for Momentum alongside ensuring our delegates have the best possible experience during their engagement. The role supports the Programme Manager, acting as a liaison for Festivals Edinburgh with key partners, contributing to the development of digital programmes for international delegations and providing support to delegates before, during and after their engagement. The role is an important part of a wider partnership team to ensure delegates' digital itineraries are professionally and accurately managed and is the key point of contact between delegate hosts and other members of staff, including festival colleagues.

Responsibilities

- Supporting the planning of the Momentum programme for 2021, including liaison with delivery partners, wider stakeholders and international delegations.
- Attending, contributing and taking the administrative lead on the regular delivery partners meetings.
- Coordinating the planning and delivery of individual delegates' digital itineraries, working with delivery partners at British Council and Creative Scotland in order to ensure a joined-up approach.
- Preparing recommended festival shows and industry events list according to specific interest areas.
- Where relevant, making recommendations for delegates' programmes based on their strategic needs and interests.
- Communicating with Alumni and Referred delegates, and supporting them where relevant.
- Ensuring programme deadlines are met, as outlined in the programme timeline and manual.
- Overseeing the planning and delivery of any special events delivered digitally.
- Acting as the primary contact for the Scottish cultural sector before, during and after their engagement with the programme, ensuring existing relationships are maintained and contributing to developing new ones.
- Accurately maintaining administrative records, providing and collating data feeding into the programme evaluation.

- Supporting the work of the Programme Manager across all areas.
- Providing support and assistance to the delegates whenever possible and representing the Festivals Edinburgh team with delegations at all times.

Skills, Knowledge & Experience

Essential

- Substantial experience in Arts administration/project management
- Experience of using good communication skills in managing high level correspondence and complex itinerary/diary management
- Understanding and experience of complexities of working internationally with partners and delegates
- Professional knowledge and/or experience with Scotland's cultural sector
- Confident with cloud-based systems, Excel and general office software, managing large amounts of data, using digital platforms to host meetings, posting to websites and social media
- Highly organised and able to deal with changing priorities as well as unforeseen demands
- Calm under pressure and with an ability to multi-task
- Excellent verbal communication skills, professional and friendly customer-focused approach

Desirable

- Professional knowledge and/or experience of Edinburgh's Festivals
- Experience working in partnership
- Experience working in a diplomatic context
- Foreign language skills relevant to target countries
- Experience and/or interest in contributing to an organisation's environmental work and equality, diversity and inclusion practices

Equal Opportunities: Festivals Edinburgh is committed to equal, fair and proper employment opportunities. We actively encourage applications from under-represented groups, in particular Black, Asian, and Minority Ethnic and disabled candidates.

To apply: Please send a CV and covering letter outlining how your skills and experience meet the requirements of the job by email to Kirstie Allan, Festivals Edinburgh Administrator, at: recruitment@festivalsedinburgh.com. Please also let us know of any queries, any reasonable adjustments that would help with your application, or if you would have any difficulty attending for interview on the date indicated below. **The closing date for applications is Monday 19th April at 23.59. Interviews are planned to take place on Tuesday 27th and Wednesday 28th April via Zoom.**