

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Artistic Co-ordinator (Contracts)**

Part-time, 0.8 FTE

The Edinburgh International Festival presents a programme of approximately 170 performances of classical music, theatre, opera and dance over a three-to-four-week period.

The ***Artistic Co-ordinator (Contracts)*** will support the Head of Artistic Management in the advance planning and artistic administration required to deliver the Festival's artistic programme. The post-holder will work across a range of key areas, with a concentration in contract administration.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title** Artistic Co-Ordinator (Contracts)

**Manager** Head of Artistic Management

**Department** Artistic Management

**Job Purpose** To support and assist the Head of Artistic Management in the advance planning and artistic administration across the Festival, with a concentration in contract administration.

## **Responsibilities**

***Contracts Administration***

* Co-ordinate the contracting process for performance activity across the Festival programme, escalating as needed;
* Draft, issue and administer performance contracts using standard templates, as instructed by the Head of Artistic Management;
* Ensure consistency across all standard contractual terms, aligning activity across the Festival;
* Assist the Head of Artistic Management in artist clearances for recordings and broadcasts;
* Identify and mitigate risks, escalating to the Head of Artistic Management as needed;
* Keep accurate progress tracking of issued contracts and current negotiations;
* Ensure the prompt return of signed contracts and follow up administration, maintaining up-to-date records, documentation filing and contract workflows;
* Maintain and update templates, guidance documents and other business processes;
* Liaise with key stakeholders including Artistic Management, Programming, Production, Finance, Audience departments, and artists, agents and performing companies on contractual terms and provisions;
* Distribute relevant information relating to contractual terms to key stakeholders;
* Track contractual obligations to ensure compliance;
* Work closely with the Head of Artistic Management to ensure smooth handover to temporary Artist Managers in advance of the Festival period.

***Financial***

* Ensure the timely payment of engagement fees and other payments;
* Liaise with Artist Management, Artist Managers, Concert Management, Production and Box Office on deductions and recharges;
* Assist the Head of Artistic Management with artist payment administration, including issuing final statements and reconciliations;
* Provide the Finance department with necessary information for payments;
* Provide advice to artists and agents on withholding tax liability and exemption possibilities;
* Provide box office royalty reports to collecting societies for applicable stage works;
* Assist with the preparation of Orchestra and Theatre Tax Relief applications, as instructed.

***Artifax***

* Act as an Artifax super-user including inputting artistic programme details;
* Ensure accuracy and consistency in all information entered into Artifax, providing guidance and assisting other departments as required;
* Ensure each Festival's programme in Artifax is kept up to date, including post-festival updates;
* Issue final rehearsal schedules to artists and performing companies.

***Immigration***

* Obtain required artist information and issue letters of invitation and letters of support for individual artists' immigration;
* Keep up to date with relevant immigration policies and regulations;
* Provide immigration advice and guidance to artists.

***Artist Management***

* Act as Artist Manager for certain artists during the Festival period;
* Meet and greet allocated artists/performing companies on arrival in Edinburgh and provide a regular presence during their stay, including acting as a principal point of contact and providing general assistance for all practical matters during their stay (e.g. lost luggage, medical, instrument repairs);
* Finalise travel and accommodation arrangements, and rehearsal and performance schedules in collaboration with the Programming team;
* Edit and distribute final artist/performing company itineraries;
* Update daily transport schedules, liaising with the Transport Manager and Festival Drivers on requirements;
* Work closely with the Transport Manager on coach bookings;
* Liaise with EIF departments in connection with allocated artists/performing companies, including Box Office, Press, Digital, Media, Programming, Production, Concerts Management, Development, Discovery & Participation;
* Ensure all artist/performing company recharges and deductions are recorded and communicated;
* Attend receptions as festival representative and artist support, if required.

***General***

* Co-ordinating and making child entertainment and/or body of persons licence applications for any child engaged by EIF. Assist artists/performing companies in making their child entertainment and/or body of persons licence applications for children engaged by them;
* Ensure correct allocation of artist complimentary tickets, liaising with box office on holds, releases and updates;
* Contribute to the creation and development of databases, information and data extraction processes, and trackers;
* Support the Head of Artistic Management in maintaining and improving workflows;
* Provide artist and budget information to the Development department as requested to support grant applications;
* Proofread materials produced for publications, ensuring compliance with contractual credits;
* Other duties as required by the Head of Artistic Management.

**Person specification**

* Experience working in the performing arts or creative sector, ideally with a background in music and/or staged productions (e.g. a festival, orchestra, theatre or touring company, stage or company management, production administration);
* Experience of working with agents, international artists or performing companies;
* Previous experience in contract administration or drafting is not essential, but the ideal candidate will have some experience working with contractual documentation and be able to demonstrate an ability to set up and follow processes;
* Confidence to negotiate and ability to explain complex information clearly;
* An understanding of basic contracting principles and knowledge of relevant rights issues;
* Computer literate including Microsoft 365 with the ability to learn new software (previous experience with Artifax a plus).
* Financial management skills and a knowledge or understanding of withholding tax, Orchestra Tax Relief and Theatre Tax Relief;
* Excellent written and verbal communication skills with experience of communicating effectively with a wide range people;
* Full clean driving licence;
* Capable of creating and maintaining efficient, practical workflows;
* Ability to manage a large and varied workload;
* A methodical, analytical and structured work style, with excellent attention to detail;
* Ability to keep and maintain organised records;
* Ability to remain calm when things are ever changing or out of your control.

**Terms and Conditions**

**Working days/hours** 28 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends.

**Working arrangements** We are located in Edinburgh, where all roles are based. To support flexibility we have a smarter working policy, and are open to discussions as we move through the recruitment process, please do not hesitate to ask any questions.

**Contract type** Permanent, part-time, 08. FTE

**Salary range** £31,000 - £36,000 FTE

**Holiday entitlement** 25 days per annum pro-rata (with 3 days requiring to be taken between Christmas and New Year) plus 10 days public holiday, 5 days are fixed and 5 floating days.

**Pension Scheme** The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.