

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 (Logistics)**

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 (Logistics)*** 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 accommodation, travel and transport logistics.

**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 (Logistics)

**Manager** Head of Artistic Management

**Department** Artistic Management

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

## **Responsibilities**

***Accommodation & Travel***

* Set-up and administrate agreements with hotel accommodation providers for each year's group bookings in collaboration with the Head of Artistic Management;
* Co-ordinate accommodation requirements and allocations across hotel group bookings in Edinburgh and other cities as required for each year's Festival;
* Work closely with artists, agents and performing companies, and with each hotel/accommodation provider to ensure timely confirmation of attrition numbers, committed room numbers, rooming lists, and any special requirements;
* Ensure cancellation terms and alteration deadlines for hotel and travel companies are clearly communicated to artists, agents and performing companies;
* Ensure any accommodation allocation or rooming alterations by Artist Managers are done correctly and with all documentation kept up to date;
* Keep accurate records and tracking of all held, allocated, spare and released accommodation;
* Source and book staff accommodation for Artistic Management and Music Programme departments for the Festival period;
* Work with the Head of Artistic Management on accommodation allocations and travel requirements within budget parameters;
* Identify and mitigate risks, escalating to the Head of Artistic Management as needed;
* Co-ordinate and make group and individual flight and train bookings for artists within budget parameters;
* Obtain artist/performing company travel details and itineraries in advance of the Festival period;
* Collaborate with the Head of Artistic Management to agree maximum travel payments for artists making own travel bookings.

***Transport***

* Set-up the Transport Department in advance of the Transport Manager onboarding each Festival period;
* Set-up accounts and manage day-to-date relationships with transport providers and other key stakeholders (e.g. Edinburgh Airport and City of Edinburgh Council);
* Work closely with EIF departments to ascertain transport requirements in advance of each year's Festival and obtain quotes and costings from transport providers and other key stakeholders;
* Oversee and co-ordinate the recruitment of Festival Drivers including onboarding and training;
* Work closely with the Transport Manager for a smooth handover in advance of the Festival period and provide cover to the Transport Manager during the Festival;
* Work with the Transport Manager to maintain clear records, schedules and ensure timely financial reconciliation post-Festival;
* Liaise with key stakeholders including Artistic Management, Programming, Production, Finance departments, and artists, agents and performing companies on travel and accommodation requirements;
* Ensure cancellation terms and alteration deadlines for transport providers are clearly communicated to relevant departments and teams;
* Develop and maintain relationships with hotel, travel and transport providers;
* Work closely with the Head of Artistic Management to ensure smooth handover to temporary Artist Managers of details relating to each artist and performing company in advance of the Festival period;

***Financial***

* Ensure timely payment of all accommodation, travel and transport invoices;
* Maintain accommodation budgets, working alongside the Head of Artistic Management as part of the annual budgeting process;
* 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 performing companies and agents on withholding tax liability and exemption possibilities;
* Assist with the preparation of Orchestra and Theatre Tax Relief applications, as instructed.

***Artifax***

* Act as an Artifax super-user including inputting the Festival schedule and artists' logistical details;
* Ensure accuracy and consistency in all information entered into Artifax, providing guidance and assisting other departments as required;
* Ensuring each Festival's programme in Artifax is kept up to date, including post-festival updates;
* Create and export artists' itineraries and the daily transport schedules in advance of the Festival period.

***Immigration***

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

***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;
* Assist in compiling the Performing Rights Society return each year;
* 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;
* Demonstrable experience and understanding of the requirements of touring orchestras, theatre and dance companies, ensembles and individual artists;
* Excellent planning skills and ability to creatively overcome logistical challenges;
* 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.