



The Festival

The Edinburgh International Festival is an unparalleled celebration of the performing arts and an annual meeting point for peoples of all nations.

Our vision is simple: to provide the deepest experience of the highest quality art for the broadest possible audience.

Our mission: We exist to promote the exchange of ideas and deepen understanding between cultures through a global celebration of exceptional performing arts.

Our Organisational Values

Enriching: We want each person to find fulfilment and satisfaction in their work and workplace. We demonstrate flexibility, express gratitude, foster a culture of learning, and rely on teamwork.

Professional: We strive for excellence, not perfection. We act with integrity and accountability and expect the same from those with whom we work.

Inclusive: We welcome different perspectives and encourage healthy debate and discussion. We acknowledge that we might not always agree and are *a stronger organisation because of our differences*.

Curious: We are innovative and creative. We encourage evolution, embed a growth mindset, embrace experimentation, and learn from the world around us

Job Title: Digital Content Officer (FTC)

Reports to: Digital Experience Manager

Team: Digital and Communications Team, Audience Department

About the Role

As part of the Audiences team, you will manage all aspects of the content schedule and associated administration, co-ordinating between multiple stakeholders.



Job Responsibilities and Deliverables

Content

- Manage the detailed communications and content schedule for the 2026 Festival to support the planning and production of video, photography and audio content
- Work directly with and coordinate freelance photographers and videographers on all arrangements for the 2026 Festival including hiring and being on-call
- Be the main point of contact for all stakeholders involved in content capture including creatives, artists, companies, venues, and the internal artist liaison, concert management and production teams
- Manage approvals workflow and help with proofing content, coordinating pre and post-production, ensuring content is produced, delivered and approved in good time
- Support editorial team in obtaining and clearing publishing and performing rights for music featured
- Ensure that Festival editorial and style guidelines are consistently applied to all content
- Work with Digital Experience Manager and Access Manager to ensure content produced is as accessible as possible, arranging captions, surtitles, BSL interpretation and audio description where appropriate

Social Media

- Work closely with the Digital Experience Manager and Social Officer to plan, brief and create social video ideas, producing content that supports the organisation's key objectives
- Occasional live event and behind-the-scenes socials content capture and edit including creating Reels and other social-specific video

General

- Brainstorm and generate content ideas with Audiences team, contributing to campaign planning
- Support the work of the Digital team as required]



Skills Specification

Required of all Employees

- High standard of written and verbal communication, with demonstrable ability to communicate effectively and professionally, in both written and verbal format
- Proven analytical skills; able to maintain and add to accurate budget records, and (where a role requires) managing team budget
- Manage workload and deadlines, in a way that prioritises successful delivery of individual and team objectives/projects (Time management and organisation)
- Effective interpersonal and collaboration ability; able to build rapport and work in a team with colleagues and across the organisation (Interpersonal and collaboration skills)
- Comprehensive, fast and accurate IT skills in Microsoft Word, outlook, Excel and PowerPoint
- Passion for the performing arts, specifically our core genres of music, theatre, opera and dance

Essential for the Role

- Ability to prioritise a conflicting workload efficiently and to maintain standards of accuracy and attention to detail when working to deadlines
- Experience of coordinating and managing busy, flexible schedules, and workflows
- A natural problem solver comfortable in a fast-changing environment
- Experience of using file sharing and hosting platforms (eg. Filecamp, Sharepoint)

Desirable for the Role

- Experience using social media management, scheduling and publishing tools (eg. Sprout Social)
- Experience working for an arts organisation or experience with our artforms, especially classical music.
- Experience of working with audio production
- Knowledge and experience of using of project management and scheduling tools (eg. Monday.com, Artifax)



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- Knowledge of the processes and procedures used for film production, post-production and associated technical standards
- Knowledge of digital accessibility, particularly around captioning, integrating BSL interpretation and audio description
- Experience of logging and archiving large photography and videography databases

Terms and Conditions

Working Days/Hours: Full Time

Work Pattern: 9:30am-5:30pm, flexible working

This can include time on evenings and weekends where required, especially leading up to and during the Festival period.

Contract Type: FTC, 30 Mar – 11 Sept

Salary/Hourly Rate: £26,000-£28,000, dependent on experience

Please state a salary range, that is within one of our bands. Information on bands can be found in the [Staff Reward Policy](#).

Benefits: [EIF-Employee-Benefits.pdf](#)

As a result of the current immigration rules, these roles are not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.