

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.

**Campaigns Assistant**

To work with the Brand & Campaigns Team and support the overall Audience Department

objectives, to ensure that all Festival activities are promoted to the widest possible

audience, maximising brand awareness and ticket sales. Additionally to support the work of

the publications department.

**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 **Campaigns Assistant (FTC 4 March to 5 September 2025)**

Reports to **Campaigns Manager**

Works with **Audiences Team, Development Team, Programming Team**

Job PurposeTo work with the Brand & Campaigns Team and support the overall Audience Department objectives, to ensure that all Festival activities are promoted to the widest possible audience, maximising brand awareness and ticket sales. Additionally to support the work of the publications department.

**Responsibilities**

* Assist in the planning, development and production of the Festival’s publications (e.g. the freesheets and performance programmes)
* Contact artists/companies for information, approvals of proofs and timeline updates
* Research and collect information on artists and companies performing at the Festival, including images and biographies
* Draft copy for and proofread the Festival’s publications, promotional material and digital content as required
* Assist with website content updates ensuring all content is accurate, up-to-date and reflects both programme and wider Festival brand messaging
* Plan and produce relevant promotional collateral and social media content to support sales campaigns for the Festival programme, working with promotional partners, media and distribution agencies where appropriate
* Support the Audiences team to record and respond to customer feedback
* Co-ordinate and schedule print deliveries, collections, and stock records with venues
* Archive publications for internal use and for public access at National Libraries of Scotland
* Handling, unpacking and distributing Festival stock such as brochures and merchandise.
* Assist in implementing display, venue-dressing and signage for all Festival venues and other city sites
* Contribute to the formulation, scheduling, and implementation of marketing campaigns
* Represent the Edinburgh International Festival at public events as required
* Confidently represent the International Festival’s core brand and organisational values and personality in all areas of your work
* Any other tasks as required to support the Audiences department

**Person specification**

**Essential:**

* At least 1 year’s marketing experience or equivalent, preferably in an arts environment.
* A good eye for visual display and strong attention to detail
* Good writing/editing/proofreading skills
* Efficient administrative skills
* Enthusiasm for the live performing arts
* A team player, but also takes the initiative and work independently
* Excellent organisational and administrative skills

**Desirable:**

* Understanding of data protection legislation and processes
* An enthusiasm for the classical performing arts, particularly classical music
* Experience of working within the arts and cultural sector

**Terms and Conditions**

**Working days/hours:** 35 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:** FTC to 5 September 2025

**Salary:** £23,000 - £25,000 pa pro rata

**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.

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.