

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.

**Publications Co-ordinator (FTC March to 5 September 2025)**

To project manage the production, printing and distribution of the printed elements of our

contextualising plan – our souvenir programmes and freesheets - alongside welcome messaging on surtitling screens.

**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 **Publications Coordinator (FTC March to 5 September 2025)**

Reports to **Copywriter**

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

Job Purpose  **To project manage the production, printing and distribution of the printed elements of our contextualising plan – our souvenir programmes and freesheets - alongside welcome messaging on surtitling screens.**

## **Responsibilities**

* Project managing the production of souvenir programmes and freesheets including liaison with companies on content and approvals; liaison with external writers; internal liaison on content and approvals; and liaison with designers and printers.
* Working with the Copywriter on commissioning, writing, editing and proofreading the International Festival’s souvenir programmes and freesheets, ensuring the delivery of consistent high quality and cohesive style.
* Coordinating internal and external amends and working to apply them with the Design Team.
* Coordination of welcome screens for surtitling of classical concerts
* Brand & Campaigns department administration and archiving as required
* Provide Brand & Campaigns assistance across the organisation as required
* Confidently represent the International Festival’s core brand and organisational values and personality in all areas of your work

**Person specification**

**Essential**

* Outstanding project management skills
* Outstanding written communications skills
* Outstanding proofing and editing skills
* Experience in print management: from brief, through design, to proofing and delivery
* Relationship management across a broad range of stakeholders
* High level of attention to detail and ‘follow-through’
* Sensitivity towards artists and the creative process
* Ability to work effectively in a team
* Proven initiative and high levels of self-motivation, as well as the ability to work unsupervised
* Proven ability to work under pressure as well as plan and prioritise a busy workload
* Interest in the design and aesthetics of promotional materials

**Desirable**

* Knowledge of the UK cultural sector, its practices and supporters
* Knowledge of classical music and its conventions
* An interest in broader marketing and communications solutions
* Experience in a high-profile, busy and dynamic environment

**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 March to 5 September 2025

**Salary** £25,000 - £27,000 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.