

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.

**Event Officer (full-time temporary, 20 May 2024– 30 August 2024)**

As part of the Development Team, the Event Officers will assist in delivering events and hospitality for our supporters (donors, sponsors, trusts, international partners and public funders); the interval receptions; and high-profile stakeholder events for the Festival such as artist parties, Opening Event hospitality and supporter events.

**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 Event Officer (FTC)**

**Manager Head of Events & Stewardship**

**Department**  **Development**

**Job Purpose** To work as part of the Events Team to support the Head of Events & Stewardship. Running and managing private interval lounges, event planning and administration, donor stewardship and any other tasks as required to fulfil the stewardship plan.

## **Responsibilities**

Working with the Development Department (who are responsible for fundraising, membership, and donor management) to deliver a programme of events and stewardship activities for the 2024 International Festival.

1. **Interval Lounges**

* Co-ordinate the delivery of private interval lounges at the Usher Hall, Festival Theatre and Queen’s Hall (for supporters and Festival guests) and liaise with outside suppliers and relevant EIF departments
* Organise all food & beverage for the lounges – managing stock and reordering where necessary
* Ensure each interval lounge venue is dressed/decorated to EIF brand standard
* Set up a process for the allocation of passes for the interval lounges as per the agreed membership benefits structure
* Compile invite lists and send invitations for the interval lounge for the wider EIF organisation
* Manage guest entry to the interval lounges
* Circulate guest lists for interval lounges to all attending EIF staff, including directors
* Record attendance details in the Festival’s database
* Ensure interval lounges are taken down at the end of the Festival, stock accounted for and materials returned to the appropriate places

1. **Events and Stewardship**

* Organise events around performances supported by donors/sponsors – this may include private drinks receptions/meals both pre/post-performance
* Liaise with suppliers and venues for food, drink and venue dressing re donor/sponsor events
* Compiling invite lists, creating invitations, undertaking mail-merge mailings, managing the RSVP online system (Greenvelope), responding to events-related queries and updating guest responses
* Organise gifts for donors – this may include personalised memorabilia
* Manage transport requests for donors
* Provide briefing notes on guest lists where applicable
* Assist with the set up and clearing of events where appropriate
* Assisting with events administration, including creating signs and event checklists, arranging tickets dispatch or collection points
* Liaising with venues, suppliers and stakeholders regarding events requirements

1. **General Administrative tasks**

* Training the Event Assistants for the interval lounges and events duties
* Creating and distributing daily email schedules and guest lists for Directors
* Compiling briefing notes on guests for Directors and Heads of Department
* Updating departmental schedules and records using Excel
* Help with arranging and managing transport of various supplies between venues, for example: venue dressing, branded materials, gifts, wine, snacks, pop-ups etc.,
* Assisting with managing and overseeing events on the day, including problem-solving, welcoming and checking-in guests on the door, directing event set-up, communicating with Festival and venue staff, ensuring smooth running of the event

1. **Other**

* Any other tasks that may be requested by the Head of Events & Stewardship, Head of Development, Head of Partnerships and Director of Development.

**Person specification**

Candidates should have an interest in event management, hospitality and a track record of providing superb customer service. In your cover letter/CV please demonstrate how you meet the essential and desirable criteria.

**Essential**

* Excellent attention to detail
* Experience in a front facing customer service role
* Knowledge of MS Office especially Excel and Word
* Flexible and adaptable approach to work and ability to work under pressure
* Initiative and the ability to think on your feet
* Ability to liaise effectively with a wide range of people

**Desirable**

* Experience of running or assisting at events
* Experience of working in the arts/hospitality/festival sector
* An interest in arts sector

**Terms and Conditions**

**Working days/hours** 35 hours per week - normal office hours will be Mon-Fri 09:30 – 5:30. From 29 July until 25 August you may be required to work up to 50 hours per week. This will include evening and weekend work and may include split shifts over 7 days.  This role will be full-time based from The Hub, Castlehill and on Festival venue sites during August 2024.

**Contract type** Fixed term contract, 20 May 2024– 30 August 2024

**Salary range** £13.00 per hour

**Holiday entitlement** Calculated based on an equivalent to full-time entitlement of 5.6 weeks (inclusive of 8 public holidays). The number of hours in a one weeks' holiday being calculated based on average weekly working hours.

**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.