

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.

**Music Venue Concerts Assistants (temporary)**

Fixed term contract from 28th July – 25th August 2024

£778.62 per week

The Edinburgh International Festival is looking for Concerts Assistants to work across some of our key music venues and assist with on-the-day delivery of our concerts series, working closely with visiting artists and colleagues from across the organisation.

**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 organisation, and we strive to increase the diversity of representation across our staff, artists, audiences and the people we work with.

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 people from the global majority and D/deaf, disabled and neurodivergent people.

**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 global majority 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 global majority 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 a global majority background, at least one will be shortlisted for the next stage in the recruitment process, which in this case is an interview.

Job Title: **Music Venue Concerts Assistants (temporary)**

Reports to: Head of Music & Venue Concerts / Production Managers

Department: Programming

Job Purpose: To assist with the management of the venue’s music series, acting as a liaison between Edinburgh International Festival, visiting artists and resident venue staff.

## **Responsibilities**

* To assist the smooth running of all International Festival activities in music venues during the month of August, including rehearsals, concerts, broadcasts, load-ins and load-outs.
* To act as a point of contact for International Festival staff, including: Head of Music, Creative Director, Music Production Manager, Music Programme Manager, Music Porter, Head of Artistic Management, Artist Liaison staff, Transport Manager, Production Department and Festival Director.
* Day-to-day liaison with resident venue staff, including Technical Manager, Security, Front-of-House Management, General Manager and freelance technical loaders.
* Maintain a close relationship with venue staff regarding schedule changes, equipment, stage plans, truck parking and use of lanes, and all other matters that arise.
* To be one of the faces of the International Festival within the music venues to all visiting artists, ensuring they are met at the stage door on arrival, that their requirements are met, and that they are well looked after.
* With the venue Concerts / Production Manager, confirmation of programme orders with performers and, if necessary, co-ordination with Head of Music and/or Festival Director when an announcement from the stage is necessary.
* With the venue Concerts / Production Manager, confirmation of entry points for latecomers, encore arrangements and any other cues, including where necessary score reading and assisting with stage management.
* Preparation of dressing rooms and green room (including cleaning and tidying where necessary), signage, arrangements for stage towels, supply of tea, coffee and mineral water for performers, and fulfilment of artist rider requirements where these have been agreed by the Head of Music or Artist Liaison staff.
* Setting up and managing rehearsal venues (Concerts & Rehearsals Assistant only).
* Assisting with instrument and equipment distribution where required.
* Liaison with Transport Manager and Artist Liaison staff regarding arrival/departure of artists and groups at the venue.
* Liaison with visiting BBC and Linn Records staff regarding recording and broadcast of concerts.
* Liaison with venue staff and main Festival box office regarding complimentary ticket entitlements in consultation with Artist Liaison staff, technical/productions holds and complimentary programmes.
* Any other duties as specified by the Head of Music, Creative Director or Festival Director.
* Confidently represent the International Festival’s core brand values and personality in all areas of your work.

**Person specification / requirements**

* Experience with orchestral / band projects and tours, either in an organisational role or as a performer.
* Experience of dealing with artists and an understanding of their requirements.
* Experience of managing difficult situations and an understanding of the importance of discretion and diplomacy.
* Resilience – able to deal with complex and extremely busy schedules whilst remaining calm, professional, and approachable.
* Ability to interpret and understand stage plans, lighting plots and other technical requirements.
* Fluent written & spoken English. Ability in other foreign languages (German, Polish and/or Hungarian) would be an advantage.
* Music / score reading ability is desirable.

**Terms and Conditions**

Working days/hours Average 60hrs per week with a scheduled day off per week

Contract type Fixed Term contract: 28th July – 25th August 2025.

Salary £778.62 per week

Holiday entitlement 12.1% of hours worked

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.