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.

**Production Administrator (FTC, April to October)**

The Edinburgh International Festival is looking for a passionate and dedicated Production Administrator to join the team.

**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.

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| **Job Title** | Production Administrator (FTC, April to October) |
| **Reports to** | Head of Production |
| **Works with** | EIF Staff, Programming and Production departments, Visiting Companies |
| **Job Purpose** | To assist the Head of Production, Programming and Production Departments in the delivery of the Edinburgh International Festival by undertaking the administrative duties. |

**Key Responsibilities**

**Scheduling and Co-ordination**

* Assist with the creation and maintenance of production and staffing schedules for all performances and events.
* Ensure all departments are updated on schedule changes.
* Input and maintain scheduling information contained in Artifax
* Oversee the Production Department's Grid and overview schedule to ensure these documents are kept up to date and accurate.
* Organize and Schedule meetings and manage calendars for the Creative Director and Heads of Department.
* Liaise with Access Manager for all access performance production requirements.
* Work with Programme Manager to co-ordinate Industry Professional events and tickets.

**Administrative Support**

* Maintain and develop electronic records of the department, including general correspondence, files relating to each visiting company and production, files relating to venues, and such other data as may need to be recorded.
* Attend and minute meetings as required.
* Co-ordinate department guest ticket requests for events and productions.

**Purchasing and Budget Management**

* Ensure that all invoices for supplies and services are raised on the festival’s accounting system for approval, and correctly budget coded.
* Supporting the Head of Production, Production HODs and the Finance department to set up new suppliers and conduct necessary checks.
* Support the department with purchases, orders and paperwork required.

**Communications**

* Act as a point of contact for Production across various departments to ensure clear communication throughout the organisation.
* Ensure all parties have the correct information about schedules, deadlines, meetings and other important events.
* Manage any incoming and outgoing correspondence

**Logistics and Operations**

* Assist with organisation of travel and accommodation for The Creative Director and Head of Departments. Prepare itineraries and arrange hospitality in connection with such visits
* Oversee the delivery of materials to stores and venues when required
* Co-ordinate key rentals and purchases
* Liaise with the Transport Manager and Production HODs regarding the provision of Festival vehicles and assist with vehicle requirements outside the festival period.

**Health and Safety**

* Assist with the co-ordination of Health and Safety Paperwork ensuring this is stored and distributed to all relevant parties.
* Ensure staff have received Health and Safety inductions and this is recorded.

**Key Skills**

* Strong Organisational Skills: Ability to handle multiple tasks simultaneously and keep track of many moving parts working alone or in a team.
* Excellent communication skills: Ensuring clear and effective communication with different staff and departments.
* Attention to detail: Managing schedules, documents and logistics with a high level of accuracy.
* Adaptability: The festival can be fast passed and unpredictable, ability to be flexible and calm under pressure is essential.
* Time Management: Managing tight deadlines and handling several tasks at once is essential.

**Ideal Background and Qualification**

* Background in theatre and entertainment is preferred.
* Experience and qualifications in administration or project management is beneficial.
* Proficiency in software tools (e.g Microsoft Office,)

**Desirable**

* Driving license
* Previous experience of working with financial management software.
* Previous experience of working with events management software
* First Aid Training

**Terms and Conditions**

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| **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. |
| **Contract type** | Full Time Fixed Term- April- end of October |
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| **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 |
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| **Salary** | Between £24,000 to £27,000 per annum depending on experience |
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| **Holiday entitlement** | 25 days per annum (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. |
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| **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.