



# **EDINBURGH INTERNATIONAL FESTIVAL**

## **Introduction**

The Edinburgh International Festival is an unparalleled celebration of the performing arts and an annual meeting point for peoples of all nations. With a deep commitment to virtuosity and originality the International Festival presents some of the finest performers and ensembles from the worlds of dance, opera, music and theatre for three weeks in August.

Over the course of the year, the International Festival team travels the world to bring together an unrivalled programme of the most exciting and creative artists working today. Together, we present unique collaborations, world premieres, new interpretations on classic works, critically acclaimed productions and more – that thrill, move, excite and entertain audiences from around the world. All in one place, right here in Scotland.

One of the world's most beautiful and historic cities, Scotland's capital is transformed into a rich, bubbling melting pot of creative talent, where every day and night offers exciting possibilities to make new discoveries or catch some of the biggest names in the performing arts on stages and in concert halls across the city.

We are committed to enriching people's lives through the arts and contribute to the cultural and social life of the City of Edinburgh and of Scotland. Our programmes of community engagement, professional development and creative learning for young people run throughout the year, reaching the widest possible audiences.

Compelling, exciting and often surprising, the International Festival is, quite simply, an unmissable experience.



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Job Title	<b>Planning Administrator (long term contract)</b>
Reports to	<b>Director of Planning</b>
Works with	<b>Head of Artistic Management, Artists Co-ordinator, Artistic Administrator, Technical Department.</b>
Job Purpose	<b>To provide administrative support for the planning and production process for all events presented during the Festival.</b>

## **Summary**

The Planning Administrator's primary responsibility is to support the work of the Planning Director and Head of Artistic Management in the production process for all companies presented during the Festival, from the planning stage to performance. The focus of this post is primarily the staged productions rather than the concert/ music programme.

The Festival programme of staged work is centred around EIF's core venues; the Festival Theatre (1,800 seats), the Playhouse Theatre (3,000), the Kings Theatre (1,200) and The Royal Lyceum Theatre (600), and the Hub (450). The concert venues are the Usher Hall (2,200) and the Queen's Hall (900).

The post involves a high degree of planning and co-ordination, working closely with internal colleagues and liaising with companies in the UK and internationally.

## **Responsibilities**

### **Productions**

- To maintain production files and venue files
- To maintain database of company contacts
- To maintain the Festival planning grid detailing all scheduled performances for forthcoming Festivals
- To produce information sheets on productions programmed for the Festival
- To be the first port of call internally for information about companies and productions.
- Prepare the annual application to the UK Home Office for the Festival's inclusion on the permit-free Festival list
- To assist all non-UK performers with immigration issues, generating letters of invitation and liaison with immigration authorities.
- To research productions and artists of interest to the Festival, and in particular programmes at other international Festivals.

### **Contracts**

- To prepare draft contracts under the instruction of the Head of Artistic Management (mostly concert based contracts)
- To administer the issuing and return of artist / company contracts

### **Extras for productions & Child licensing**

- To assist with finding local extras for productions and help with the child licensing process including recruiting chaperones if required.

### **Artist Liaison**

- During the Festival period to assist Artist Liaison with specific artists.

### **General**

- To provide administrative support to the Planning Director
- Liaising with companies as required
- Help maintain strong relationships with all Festival venues (shared with colleagues)
- Assist with entering full Festival schedule and archive into Artifax database
- Any other duties as directed by the Planning Director and Head of Artistic Management.
- Confidently represent the International Festival's core brand values and personality in all areas of your work

### **Person specification**

#### **Essential**

- 2 – 3 years of relevant experience or equivalent working in an administrative office role, within a theatre / dance / opera or other performing arts company, venue or Festival
- Broad and informed knowledge of the performing arts
- IT skills including a high standard of Microsoft Word, Excel and Outlook
- Ability to prioritise and effectively manage a broad workload
- Ability to work under pressure with a high level of organisational proficiency
- High numeracy skills
- Strong communication skills with the ability to liaise with a wide range of departments/people (both internal and external).

#### **Desirable**

- An understanding of the requirements of a performing arts Festival
- Knowledge of touring from either company or venue perspective
- Working knowledge of contractual process
- Ability to speak a second language
- Knowledge of Artifax Event (scheduling software)

## **Terms and Conditions**

Working days	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. Payment of overtime is not applicable to this post.
Contract type	Long term contract until September 2018, with potential for extension. Subject to a 3 month probationary period
Salary	£23,000 per annum
Holiday entitlement	25 days per annum (with 3 days requiring to be taken between Christmas and New Year)
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.