

festivalsedinburgh

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Momentum International Industry Coordinators – 2 roles

Job purpose

The International Industry Coordinators work closely with the Momentum partners and our visiting international industry delegates to arrange delegates' meetings, tickets and schedules. The role is an important part of a wider team, working to welcome key cultural players from around the world to the Edinburgh Festivals and helping them to get the most out of their visit.

Reports to: International Projects Officer

Start Date: Monday 8 July 2024

End Date: Friday 30 August 2024

Salary: £13.50 per hour

Working times: **8 July – 2 August** - 28 hours over 4 days between Mon-Fri 9.30am-5.30pm, excluding an unpaid 1 hour lunch break.
5 – 30 August - 40 hours over 6 days between Mon-Sat 9am-6pm, excluding an unpaid 1 hour lunch break. Working hours will be agreed at least 2 weeks in advance.
Payment of overtime is not applicable to this post, but Time Off in Lieu will be given at the discretion of the Line Manager.

Location: **8 July – 2 August** - hybrid working with most of the week working from home plus some work on site in Edinburgh City Centre.
5 – 30 August - full time working on site in Edinburgh City Centre.

Background

[Festivals Edinburgh](#) is the high-level organisation, created and driven by the directors of Edinburgh's 11 major international festivals, to take the lead on their joint strategic development and work to sustain their leadership role locally and globally. Our mission is simple - to work collaboratively to maintain and develop Edinburgh's position as a world leading sustainable festival city. [Our member festivals](#) are:

- Edinburgh Science Festival
- Edinburgh International Children's Festival
- Edinburgh Jazz and Blues Festival
- Edinburgh Art Festival
- Edinburgh Festival Fringe
- Royal Edinburgh Military Tattoo
- Edinburgh International Festival
- Edinburgh International Book Festival
- Edinburgh International Film Festival
- Scottish International Storytelling Festival
- Edinburgh's Hogmanay

Edinburgh's Festivals are world-class cultural assets for Scotland with an international reputation and appeal unmatched by any other cultural event on the globe. The international strand of our collective work through Festivals Edinburgh has encouraged the development of collaborative partnerships among our festivals and across Scottish, UK and international organisations; created new funding streams; engaged key global cultural players; and built the festivals' reputation internationally.

Momentum

[Momentum](#) is an international delegate programme, based in Edinburgh, which runs for the last week of July and throughout the month of August. It is delivered by Festivals Edinburgh on behalf of Edinburgh's Festivals, British Council Scotland, and Creative Scotland. It provides a dynamic platform for key cultural players from across the world to engage and build relationships with Edinburgh's Festivals, the wider Scottish cultural sector, and the international community that flocks to our city during the summer Festivals season.

Momentum's objectives are:

- To build long-term relationships between international artists, producers, key government agencies and funders, and Edinburgh's festivals.
- To share the wider Scottish cultural offering with these delegates.
- To cultivate collaborative opportunities for Edinburgh's festivals, Scottish artists and Scottish work internationally.

Job overview

Momentum 2024 will welcome 9 international delegations: two multi-national delegations with a focus on Visual Arts and Literature and 7 country delegations with a focus on performing arts, from Poland, Viet Nam, Lebanon and the wider Middle East/North Africa region, South Korea, Turkey, the Nordic countries, and Mexico. The delegations each spend a very busy and focused 4-5 days in Edinburgh, at different (but inevitably overlapping!) times during the summer Festivals season.

Each delegation has a host drawn from one of the Momentum partners. The International Industry Coordinator will work closely with the hosts and the international delegates to schedule their itinerary in advance of their visit and to manage changes and additions while they are in Edinburgh.

The role plays an important part in a wider team to ensure delegates' itineraries are professionally and accurately managed and is the key point of contact between delegate hosts, box offices and other members of staff. The Momentum seasonal team managed by Festivals Edinburgh includes 1 International Projects Officer (employed May-Oct); 2 International Industry Coordinators (employed July-Sep) and 1 Events Assistant (employed August).

Responsibilities

- Welcoming and liaising with international delegates during their visit to ensure they receive the best possible experience whilst in Edinburgh
- As directed by the delegate host, arranging meetings for delegates with VIPs, funders, artists, producers and other delegates
- Booking tickets for delegates, ensuring all ticket requests are processed on time and within budget
- Creating clear, informative and accurate itineraries and sharing them with the international delegates
- Supporting the wider team in relation to delegates' itineraries and acting as the main point of contact for delegate hosts and box offices
- Accurately maintaining administrative records, monitoring attendance, coordinating and sharing information as appropriate and providing and collating data feeding into programme evaluation
- Attending daily team meetings, sharing information and keeping communication strong at all times with the International Projects Officer and the wider team

- Supporting the delivery of in person and digital events at the Delegate Centre, including providing administrative support, liaising with speakers and delegates, assisting with technical support
- Providing administrative support across the delivery team to ensure the Delegate Centre runs smoothly

Skills, Knowledge and Experience

Essential:

- Demonstrable experience of complex itinerary and/or diary management
- Experience of high level liaison and correspondence
- Calm under pressure with an ability to multi-task and respond to changing priorities
- Excellent communication skills, in person and over email
- Understanding of Edinburgh's Festivals and/or Scotland's cultural sector
- IT savvy; confident with Excel, Word, email programmes and file sharing systems such as Google Drive or Dropbox
- Experience of organising and managing large amounts of data
- Experience in events or project coordination
- A background knowledge of Edinburgh and Scotland

Desirable:

- Experience of working with international arts industry guests
- Experience of working in a diplomatic context
- Experience working in or alongside box office operations
- Established knowledge and/or relationships with festival box offices in Edinburgh
- Foreign language skills relevant to visiting delegations

Equality and Diversity Commitment

Festivals Edinburgh is committed to equal, fair and proper employment opportunities. Please let us know of any queries in relation to the application process or any reasonable adjustments that would help with your application.

We actively encourage applications from currently under-represented groups, targeting in particular people of the Global Majority and d/Deaf or disabled applicants.

We use positive action under section 159 of the Equality Act in relation to disability or race. As part of our commitment to increase the diversity of our workforce, we provide a guaranteed interview to applicants who meet the essential requirements as detailed for this role who are d/Deaf or disabled, or who identify as people of the Global Majority. If this applies to you, we invite you to mention this and refer to our commitment in your application.

To apply: Please send a CV and covering letter of no more than 2 sides of A4, outlining how your skills and experience meet the requirements of the job, by email to Verity Leigh, International Programme Manager, at: recruitment@festivalsedinburgh.com

Please let us know if you have any queries or would have any difficulty attending interview on the date indicated below.

The closing date for applications is Monday 3 June at midday (BST).

Interviews are planned to take place on Monday 10 June via Zoom.

Applicants must have the right to work in the UK.