

**PROGRAMME ASSISTANT
EDINBURGH ART FESTIVAL**

FULL TIME INTERNSHIP
FIXED TERM, 1-YEAR CONTRACT

SALARY £19,000
START DATE February 2021
APPLICATION DEADLINE Midnight, Sunday 6 December

ABOUT

Founded in 2004, Edinburgh Art Festival is the platform for the visual arts at the heart of Edinburgh's August festivals, bringing together the capital's leading galleries, museums, production facilities and artist-run spaces in a city-wide celebration of the very best in visual art. Each year, the festival features leading international and UK artists alongside the best emerging talent, major survey exhibitions of historic figures, and a special programme of newly commissioned artworks that respond to public and historic sites in the city.

Edinburgh Art Festival is delivered by a small and friendly team of passionate and committed individuals. We are working to become a more inclusive and diverse organisation, and we welcome applications from those who are currently under-represented within our organisation, and within the visual arts.

In 2020, due to the COVID-19 pandemic, the festival was sadly cancelled along with all of Edinburgh's summer festivals. While it was not possible to realise our full programme this year, we did produce a summer programme of commissions for digital platforms and public sites, and our postponed *Platform: 2020* exhibition recently opened in City Art Centre.

The Art Festival's office is based within Institut français d'Ecosse, in the centre of Edinburgh. During the last eight months the festival team has been predominantly working from home with some office-based work when necessary. We continue to monitor the wider situation and restrictions, and are planning for a range of contingencies for 2021, though it is likely that over the early part of 2021 there will be a need for continued remote working for all members of the team.

ROLE, DUTIES AND RESPONSIBILITIES

Alongside our commitment to supporting artists at an early stage in their career through our programme, we want to help nurture the next generation of producers and curators. We are currently looking for an enthusiastic, driven and talented individual to undertake a **12-month paid internship** with the festival. The selected candidate will have the opportunity to experience the full programming cycle, from development through to delivery, and will play a key role in contributing to the success of the 2021 festival.

The principal aim of the internship is to give the successful candidate first-hand experience of supporting the development and delivery of a visual arts programme in the context of a festival environment. As well as gaining first-hand insight into the full range of festival programming, the Programme Assistant will work across two key areas of the programme: our annual Commissions Programme, which focuses on presenting contemporary art in public spaces; and *Platform*, our annual initiative dedicated to supporting artists at the outset of their careers.

As part of their internship with the festival, the successful candidate will also have the opportunity to undertake a placement in Autumn 2021 within another organisation in Scotland of between 6 to 12 weeks (full or part time, depending on context and location). Through this placement, the individual will be supported to gain further experience and explore personal interests whether in environmental art, archiving, moving image, historic collections, performance, or socially engaged programming. The exact nature, time commitment and scope of the project will be devised in close conversation with the candidate, and the proposed host organisation. In the case that the placement will be outwith Edinburgh, a limited budget to contribute towards placement travel or accommodation expenses will be available.

The successful candidate will:

- Support the research and development of the 2021 Commissions Programme
- Assist with planning for the production and installation of commissions, including researching possible sites, venues and identifying suitable contractors
- Contribute to the development, call-out and selection process for *Platform: 2021*, our annual exhibition showcasing work by artists at the outset of their careers, leading on liaison with selected artists, and planning for the exhibition
- Support the Programme Manager and Director in liaising with commissions artists, assisting with research visits, including booking travel and accommodation
- Provide general administrative support for the programme during initial planning stages and throughout the development phase
- Translate complex proposals from artists into easily accessible material for use on the website and in associated programme publications, including researching images, credits and permissions
- Where necessary, support the Development Officer in collating information required about projects to support funding bids to trusts & foundations, sponsors and international agencies
- Work closely with the Programme Manager and freelance technicians on supporting preparation of venues and sites, and the installation of the Commissions and Platform
- Support the management and delivery of festival events, including but not limited to: talks, tours, performances, screenings, digital events, and private events for stakeholders

- Provide information and support to the festival Front of House team including Information Assistants on all aspects of the programme, and take part in recruitment and training of Information Assistants
- Undertake any other reasonable duties, as required

PERSON SPECIFICATION

ESSENTIAL

- Demonstrable interest in contemporary visual art
- Knowledge and understanding of the contemporary visual arts scene in Scotland
- A desire to develop a career in programming visual arts projects
- Excellent written and verbal communication skills
- Ability to contribute positively to a team
- Meticulous organisational skills with excellent attention to detail
- Ability to prioritise tasks and manage a busy workload
- Ability to remain calm under pressure
- Experience of using Microsoft Office
- A confident, friendly approach to working with a broad range of individuals and organisations

DESIRABLE

- Some prior experience (paid or voluntary) of working in a visual arts organisation
- Knowledge of the landscape of Edinburgh's festivals
- Some experience of managing or working to a budget

HOW TO APPLY

Please send a completed application form to jobs@edinburghartfestival.com using 'Programme Assistant Application' as the subject heading.

We ask all applicants to also fill in an anonymous online [Equal Opportunities form](#).

In line with The Equality Act 2010, and to assess how we are operating in line with our Equality, Disability and Inclusion aims, we collect information from applicants which does not relate to our assessment of your application. This data is used for statistical reporting only, is kept anonymous and is processed in accordance with the Data Protection Act 1998.

Deadline for applications: Midnight, Sunday 6 December 2020.

Interviews will be held on: Thursday 17/Friday 18 December 2020.

Dependent on COVID-19 guidelines, interviews will be held either by zoom, or if feasible in person at our office, Institut français d'Écosse, in the centre of Edinburgh.