****

**CALL FOR APPLICATIONS**

**INFORMATION ASSISTANTS EDINBURGH ART FESTIVAL 2022**

FIXED TERM CONTRACT

PAY £9.90 per hour (24–40 hours per week)

APPLICATION DEADLINE **Midnight, Sunday 5June**

Are you passionate and knowledgeable about contemporary visual art?  
We are inviting applications from exceptional people to join our team of **Information Assistants** for the 2022 festival, running from 28 July – 28 August.

This is an exciting opportunity for you to develop your skills, experience cutting edge visual art, meet like-minded individuals, and be a part of our festival team. As part of the team, you will gain great experience and discover the festival from a whole new perspective.

WORKING WITH EDINBURGH ART FESTIVAL

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.

We are seeking enthusiastic, friendly and engaged individuals to join our team and provide an outstanding visitor experience. Information Assistants will play a key role in the festival, being the first point of contact for visitors to our programme, whilst playing an important role in ensuring the security of artworks, and the safety of visitors and staff.

In 2022 Information Assistants will be based across a range of sites and venues relating to: our Commissions Programme; *Platform 2022,* our showcase of early career artists; the festival Kiosk and wider events programme. Venues range from the city centre to further afield, including Wester Hailes –many within a walking distance from each other. A flexible approach is encouraged as locations may alternate during each invigilation session. Individual access needs of team members will be considered when organising rota positions.

The 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.

KEY TASKS AND RESPONSIBILITIES

* To be the first point of contact for visitors providing a friendly welcome, and offering information about the artworks and wider festival programme.
* To invigilate venues and commission sites and monitor the safety of artworks.
* To assist the Festival Co-ordinator to ensure the safety of visitors at each venue.
* To assist with the opening and closing of venues and sites, and to prepare venues for public opening with any AV switch on/switch off routine where required (training provided).
* To assist with staffing the Kiosk - our information point for the Festival - and with related Kiosk activity, display and promotion of Festival merchandise, and events information.
* To assist with conducting visitor research, visitor surveys etc to support our evaluation procedures.
* In light of the Covid-19 pandemic visitors will be briefed on festival venue guidelines at the point of booking a visit, or on arrival at the venue. Information Assistants will help to brief visitors on agreed guidelines to enable a safe and comfortable experience of the exhibitions and commissions.

**PERSON SPECIFICATION**

Applicants must be **at least 18 years of age, be eligible to work in the UK.** We are looking for people with the following skills, qualities and experience - applications will be assessed against these criteria:

* Evidence of a strong interest and engagement in visual art
* Excellent communication skills, and confidence in interacting with members of the public
* Some relevant experience of working in a public/customer facing role – e.g., in a front of house role in gallery or museum, invigilator role, or in context of hospitality or retail etc.
* Must be reliable in attending shifts, and an excellent timekeeper
* Must be a motivated, flexible and proactive individual, committed to providing the best experience for festival visitors

Additional skills and experience that would be an asset to the role;

* Familiarity with Edinburgh city centre and wider festival locations.
* Familiarity with Edinburgh Art Festival and wider Edinburgh summer festivals
* Experience of working as part of a team
* Experience of working or volunteering within a festival environment
* Experience of working with audio visual equipment
* Availability to work some weekend shifts
* Have studied (or undertaking studies in) in Fine Art, History of Art, or other relevant subject

**Reports to:** Festival Co-ordinator

**Fixed Term Employment:** Information Assistants will be contracted on a fixed term contract for the period of the festival including some preliminary training dates in late July.  
**Pay:** £9.90 per hour, payable fortnightly in arrears.

WORKING HOURS

Festival dates are **28 July- 28 August 2022 .** The festival venues are generally open 7 days a week, from 10am to 5pm. In addition, events take place in the evenings across the festival. Information Assistants can work **up to 40 hours per week**. Working hours/shifts will be allocated based on your availability and according to a rota system. Shifts will range from 4 –8 hours, including an unpaid meal break entitlement of 45 mins with shifts over 4 hours. **Information Assistants must be able to work at least 24hours per week during the festival.**

TRAINING

As part of the festival team, you will attend paid training and induction sessions covering expected standards of behaviour and service, introductions to the programme and individual artists’ projects, exhibition safety and security procedures, including introductory tours of venues.

***Provisional*** dates for training sessions are the morning of Tuesday 12th July and Monday 25th July.

HOW TO APPLY

To apply for this opportunity, please send a CV and covering letter (no more than one side of A4), outlining your interest in this role, your relevant experience, with an indication of your availability in the period of the festival~~,~~ to **jobs@edinburghartfestival.com** using ‘Information Assistant’ as the subject heading. If you would like to submit an application in an alternative format, please contact [**jobs@edinburghartfestival.com**](mailto:jobs@edinburghartfestival.com) for information.

After you have submitted your application you will receive a link to our 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, 5th June. Interviews to be held the week commencing 13th June.**

If you have any questions or would like to hear more about the role, will be holding an information session via zoom to share information about this role and how to apply. This will be on **Tuesday 31st May** at 3pm. If interested in attending please contact [**jobs@edinburghartfestival.com**](mailto:jobs@edinburghartfestival.com)