

EAF25



FESTIVAL COORDINATOR - FRONT OF HOUSE RECRUITMENT PACK

For access queries, including any alternative formats, please call 0131 226 6558 or email jobs@edinburghartfestival.com.

Please find enclosed information on the Festival Coordinator at EAF (Edinburgh Art Festival). To apply you will need to send us a covering letter outlining your experience and suitability for the role alongside your CV to jobs@edinburghartfestival.com

Deadline for applications: **Tuesday 27th May, midnight**
Interviews: Week commencing **Monday 9th June**

This application pack contains:

- Applicant Checklist
- About EAF
- About the Role
- Key Responsibilities
- Hours
- Application Details
- Our Recruitment Approach
- Further Information

Thank you for your interest in EAF.

Kind regards,
Kim McAleese
Director

Festival Coordinator - Front of House

Application guidance notes

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Edinburgh Art Festival	This will tell you about who we are and the work we do: edinburghartfestival.com	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.	
Send us your CV and cover letter	<p>Please email your CV and covering letter to jobs@edinburghartfestival.com.</p> <p>Your covering letter should be no more than 2 x sides of A4. Remember to include all relevant experience including voluntary work, placements etc along with paid employment.</p> <p>Complete the Equal Opportunities Monitoring form, which is anonymised and separate to your application form.</p>	
Submit your application	<p>If you have any difficulties with your application, contact us 0131 226 6558 or email jobs@edinburghartfestival.com</p> <p>Deadline: midnight, Tuesday 27th May. We cannot accept applications after this time.</p>	

**EDINBURGH ART FESTIVAL
FESTIVAL COORDINATOR - FRONT OF HOUSE**

5 DAYS PER WEEK, FIXED TERM CONTRACT
SALARY £14.70 per hour
START DATE: July 2024

Type of contract: Fixed Term

Contract dates: 14th July – 29th August

Hours of work: 7.5hr days, 5 days per week. During the festival delivery dates this will include weekends.

Job title: Festival Coordinator

Reports to: Festival Manager

Deadline for applications: Tuesday 27th May, midnight

Interviews: Week commencing Monday 9th June

ABOUT EAF

EAF (Edinburgh Art Festival) was founded in 2004 to provide a dedicated platform for the visual arts at the heart of Edinburgh's summer festivals. This year, we return for EAF25, from 7–24 August 2025.

EAF cultivates connections between communities, artists and collaborators to develop contemporary visual art projects. Every August, we present the UK's largest visual art festival that is rooted in Edinburgh and Scotland, with global dialogue. Our year-round Civic Engagement Programme allows us to work in different ways; offering sustained engagement.

EAF amplifies intersectional voices and perspectives. Our work is rooted within social justice, championing the voices and work of intersectional, emerging, and early career artists to develop art projects that address colonial histories, queerness, feminism and the climate crisis.

We are committed to sharing our programme with the broadest possible audience, and to engaging new audiences for the festival and visual arts more generally. The festival is run by a small core team of 7, expanding to include freelancers and temporary staff in the busy run up to each festival edition. 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.

ABOUT THE ROLE

The Festival Coordinator is responsible for line managing a team of 15-20 Programme Assistants, working closely with the Festival Manager and wider EAF team to oversee the staffing and management of the 2025 commission venues and welcome space; and assist with the delivery of events across the programme.

KEY RESPONSIBILITIES

Planning

- Work with the Festival Manager to finalise the team of Programme Assistants; review and issue agreements
- Design and manage staffing rota for commission venues, welcome space/Pavilion and events ensuring there is adequate staffing across the programme
- Update Festival Team handbook for the 2025 festival
- With support from the Festival Manager and EAF team, review and prepare detailed information on our commission venues in regards to access, risk assessment and health and safety policies
- Lead in the planning and delivery of training and orientation process for Programme Assistants, coordinating a tour of commission sites and venues
- With support from the EAF team, feed into the install of the EAF Pavilion

Delivery

- Lead and manage the team of programme assistants for the duration of EAF, including management of staffing rota for festival commission venues and Pavilion, and being the first point of contact for the front of house team
- Work closely with the programme team and wider festival team to ensure the smooth running of the festival activities, commissions and events
- Ensure all sites have adequate supervision during opening hours and are safe and secure once closed.
- Ensure that there is an effective system for opening/closing; switch on/switch off (lighting AV etc) for all Festival venues and to liaise with the Programme team in the case of any technical or installation problems arising
- Work with the Programme Assistant team to provide a welcoming atmosphere for EAF visitors, and to ensure all members of the front of house team are well briefed and with background information regarding artworks, festival venues, events and activities
- Ensure Programme Assistants are aware of and compliant with health and safety regulations and fire safety across the commission sites
- Attend weekly programme meetings to ensure all support the Festival team in delivering the programme
- Ensure the commissions and venues are well-maintained and operational, reporting any issues to the programme team as soon as possible for quick resolution
- Liaise with any venue hosts regarding access and ensure the festival team maintain and respect the on-going good working relationships the festival has across the partnership
- Maintain a Festival team database recording hours, activities
- Liaise with Festival Manger to coordinate festival team salaries, fees and expenses claims

Evaluation

- Coordinate the collection and collation of visitor surveys, with the Evaluation Co-ordinator and the Programme Assistant team
- Contribute to the evaluation of the programme, including gathering feedback from the festival team
- Assist with de-install of front of house areas as needed

CANDIDATE SPECIFICATION

Applications are reviewed against the following skills, experience and attributes. The desirable requirements are indicative of potential specialities that are good to reference but not essential.

Essential Skills, Experience and Attributes

- Experience leading or assisting in leading a team
- Evidence of a strong interest and engagement in visual art
- Excellent communication skills and confidence in interacting with members of the public
- Some experience working in a public facing role e.g in a gallery/museum or in the context of retail or hospitality
- Flexible and adaptable approach to work and ability to use initiative
- Excellent organisational skills with great attention to details
- Experience designing and working with staff rotas
- Experience working across multiple venues
- Availability to work weekend and some evening hours

Desirable Skills, Experience and attributes

- Experience working with audio visual equipment
- Familiarity with Edinburgh city centre and festival venues
- Familiarity with EAF and the wider Edinburgh summer festivals

HOURS

This is a fixed term contract, 5 days per week. Normal working hours are 7.5 hours a day, ahead of the festival delivery this can be Monday–Friday. During the delivery of the festival (7–24 August) working days will shift in agreement with the candidate to ensure weekend cover.

APPLICATION DETAILS

Please send a CV and cover letter (max 2 pages), by email, outlining how your skills and experience meet the requirements of the job, to Alice Keen, Festival Manager at jobs@edinburghartfestival.com and quoting Festival Coordinator in the email subject header.

We ask all applicants to fill in an anonymous equal opportunities form online. 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.

The closing date for applications is **Tuesday 27th May 2025, midnight.**

OUR RECRUITMENT APPROACH

- We are committed to addressing equality, diversity and inclusion across all our work. Our current staff team is predominantly white, cis-gender and non-disabled. For this opportunity, we particularly welcome applications from people who may be underrepresented in the arts.
- If you have access requirements for the application process or the project more widely, please let us know and we will accommodate these. Tools available to create access documents include [Access Docs for Artists](#). Access documents will not be reviewed as part of the selection process and only used to support applicants.
- For the recruitment of this role we are committed to ensuring that there is a chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview
- If you would like an informal, confidential conversation about the role, please contact Alice Keen alice@edinburghartfestival.com / 0131 226 6558

FURTHER INFORMATION

What EAF does:

- We are a collaborative partner, working with artists as they explore and develop new projects, contexts and ways of working.
- Art and artists are at the core of what we do. We work with communities and collaborators in the development of creative work and conversations.
- We cultivate connection, with and in-between artists, communities, programming partners and funders with commitment and with empathy.

How we do it:

- We work on projects that find the right context. Some are artist-led, and some are conceived and led by EAF. We work to develop and produce these projects and, with festival partners, bring them to audiences locally and globally.
- We value projects that have a position on what we care about: social justice, equity, empowerment. We want the work that we produce to have a social relevance, and be unafraid to address the difficulties with the world in which we live.
- We envision ourselves as a platform that amplifies intersectional voices and perspectives. Our mission is to nurture vision from artists and partners, to develop multidisciplinary work that is innovative, intersectional, and led by our values. The festival is actively interested in progressing equity, in the projects we produce and the ways we work (with commitment and empathy). We achieve this by being agile, responsive and adaptive to the world we are living in, with care and support and creating programmes and experiences for people to find connections and come together.

Our team:

- The Festival is managed and delivered by a small, friendly and dedicated core team of seven staff, with additional production, technical, learning & engagement and marketing freelancers brought in to assist with delivery in the lead up to and during the Festival.
- Everyone's contribution is valued. However, we acknowledge both that EAF is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us.
- As a result, and in line with a newly developing mission, we are currently writing new milestones in our Equity and Inclusion Policy as part of a commitment and ongoing process to create a diverse and inclusive workplace.