



# **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.

We believe that being inclusive and diverse across all areas of our work helps us bring the best international festival to Edinburgh. We welcome and encourage job applications from people of all backgrounds.



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Job Title: **Usher Hall Concerts Assistant (temporary)**

Reports to: Head of Music & Usher Hall Concerts Manager

Job Purpose: To assist with the management of the Usher Hall concerts series acting as a liaison between Edinburgh International Festival, visiting artists and resident Usher Hall staff.

## Responsibilities

- To assist the smooth running of all International Festival activities in the Usher Hall during the month of August including rehearsals, concerts, broadcasts, load-ins and load-outs.
- To act as a point of contact for International Festival staff in the Usher Hall including: Head of Music, Programme Director, Music Production Manager, Music & Scheduling Co-ordinator, Music Porter, Head of Artistic Management, Artist Liaison staff, Transport Manager, Production Department and Festival Director.
- Day-to-day liaison with Usher Hall resident staff including Technical Manager, Security, Front-of-House Management, General Manager and freelance technical loaders.
- Maintain a close relationship with Usher Hall Technical Manager regarding schedule changes, equipment, stage plans, truck parking and use of lane, and all other matters that arise.
- To be one of the faces of the International Festival within the Usher Hall to all visiting artists, ensuring they are met at the stage door on arrival, that their requirements are met and that they are well looked after.
- With the Concerts Manager, confirmation of programme orders with performers and, if necessary, co-ordination with Head of Music and/or Festival Director when an announcement from the stage is necessary.
- With the Concerts Manager, confirmation of entry points for latecomers, encore arrangements and any other cues, including where necessary score reading and assisting with stage management.
- Preparation of dressing rooms (including cleaning and tidying where necessary), arrangements for supply of tea, coffee and mineral water for performers, and fulfilment of artist rider requirements where these have been agreed by the Head of Music or Artist Liaison staff.

- Liaison with Transport Manager and Artist Liaison staff regarding arrival/departure of artists and groups at the hall.
- Liaison with visiting BBC / Classic FM staff regarding recording and broadcast of concerts.
- Liaison with venue and main Festival box office regarding complimentary ticket entitlements in consultation with Artist Liaison staff, and technical/productions holds.
- Any other duties as specified by the Head of Music, Programme Director or Festival Director.
- Confidently represent the International Festival's core brand values and personality in all areas of your work

### **Person specification / requirements**

- Experience with orchestral projects and tours, either in an organisational role or as a performer.
- Experience of dealing with the artists and an understanding of their requirements.
- Experience of managing difficult situations and an understanding of the importance of discretion and diplomacy.
- Resilience – able to deal with complex and extremely busy schedules whilst remaining calm, professional and approachable.
- Ability to interpret and understand stage plans, lighting plots and other technical requirements.
- Fluent written & spoken English. Ability in other foreign languages (French, German, or Italian) would be an advantage.
- Music / score reading ability essential.

## Terms and Conditions

Working days/hours 60hrs per week with a scheduled day off per week where possible

Contract type Fixed Term contract: 1<sup>st</sup> – 28<sup>th</sup> August 2022

Salary £670 per week.

Holiday entitlement Holiday pay will be paid at the conclusion of this contract

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.

Inclusion We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the D/deaf, disabled, Black, Asian or ethnically diverse candidate in order to diversify our staff team.

We are proud to be a Disability Confident Committed Employer and aim to successfully employ and retain disabled people and those with health conditions. We aim to progress to become a Disability Confident Employer.