



Job Description for Concert Manager:

The Edinburgh Jazz & Blues Festival (EJBF) is Scotland's flagship jazz and blues event, attracting audiences of 70,000 people with a distinctive, world class programme that appeals to a broad range of the public. In addition to its programme of around 170 concerts over ten days annually in late July, the Festival promotes the Edinburgh Festival Carnival, The Mardi Gras and is developing education and participation programmes and community projects.

www.edinburghjazzfestival.com

Working from Thursday 13 July until Monday 24 July, this role will support Festival Co-Ordinator, Agnese Daverio

Acting as the Festival representative on site, tasks would include

- **Artist Liaison**
 - managing the artist's concert requirements including backline, catering, merchandising
- **Venue / Production Liaison**
 - liaising with the venue's box office team, Duty Manager and technical team to ensure the smooth running of the concerts
 - ensuring compliance with fire evacuation, first aid and other health & safety matters
 - Managing Festival volunteers
 - Managing backline and equipment
- **General Tasks**
 - Optimising the customer experience and announcing bands on stage
 - Ensuring that marketing materials are displayed on site

Person Specification

- Experience of managing concerts
- An ability to think on your feet and remain calm under pressure
- Impeccable time management and liaison skills
- Personable, professional and confident demeanor
- Clean driving licence

Job Details:

HOURS: 48 hours per week **from Thursday 13 July until Monday 24 July**

Based on location

SALARY: Commensurate with experience. We will consider PAYE or freelance contracts

It is essential that all applicants have eligibility to work in the UK.

How to apply:

To apply please email: agnese@adjazz.co.uk outlining relevant experience, other skills, two references and tell us why you want the job. Please also send a copy of your cv and mark your email "Job Application: Concert Manager"
The deadline for applications is 16th April with interviews planned for 19th April.

We expect all employees to adhere to the Festival's Environmental Policy