



Job Description for Marketing Assistant1:

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 mid April to 25 July 2017, this role will support Festival Producer, Fiona Alexander

Tasks would include

- Managing print distribution including coordinating street teams, volunteers as required
- Managing the delivery of venue branding
- Updating websites and databases
- Planning, writing and scheduling social media posts
- Helping to deliver profile press campaigns
- Devising and implementing target market campaigns
- Helping to manage the Mardi Gras and Carnival
- Assisting with evaluation and data collection
- General office duties

Person Specification

- Excellent communications skills, both written and oral
- Ability to organise, prioritise and with time management skills.
- Selfstarter who is comfortable working as part of a team
- Experience of marketing
- Good computer skills including photoshop
- Clean driving licence

Job Details:

HOURS: 10am to 6pm Monday to Friday from mid April to 14th July and then every day until 25th July.

Based in our second floor office in Leith

SALARY: £19,000-£22,500 per annum pro rata, depending on experience. Plus pension.

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: Fiona@adjazz.co.uk outlining relevant marketing 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: Marketing Assistant1"

The deadline for applications is noon on 21st March with interviews planned for 23rd March.

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