

Job Description for Marketing Assistant 2:



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

**Either part-time during May and June and full time in July until 25th July including all days during the Festival
Or from full time during June until 25th July including all days during the Festival
this role will support Festival Producer, Fiona Alexander**

Tasks would include

- **Managing the Festival's volunteers**
 - Promoting volunteer opportunities at the Festival to augment the current team to 70 people
 - Updating the volunteer handbook including roles and responsibilities
 - Briefing of Festival volunteers including vetting applications, induction meetings,
 - Managing the shift rota for the ten days of the Festival
 - Managing the volunteer party at the end of the Festival
- **Managing the final push for publicity distribution**
 - Co-ordinating and monitoring of locations, quantities and distributors for publicity material
 - Managing hand-outs and distribution via the volunteer team
 - Managing venue print allocations and re-assigning as necessary
- **General office duties**

Person Specification

- Well-developed individual with team leadership and management skills
- Warm, engaging and inspiring personality, with good networking and interpersonal skills.
- Ability to organise, prioritise and with time management skills.
- Selfstarter who is comfortable working as part of a team
- Clean driving licence

Job Details:

HOURS: 10am to 6pm Monday to Friday

Either part-time during May and June and full time in July until 25th July including all days during the Festival

Or from full time during June until 25th July including all days during the Festival

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 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 Assistant2"

The deadline for applications is 9th April with interviews planned for 12th April.

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