



Job Description for Production Assistant:

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 May to 25th July 2017, this role will support Festival Co-Ordinator, Agnese Daverio

Tasks would include

- Artist Liaison
 - Gathering information from agents, management and artists including band line-ups, stageplots, payment details
 - Producing performance schedules and supplementary information
- Production Liaison
 - Help with hotel bookings and provision of rooming lists, liaison about early check-ins etc
 - Help to book international travel and to co-ordinate with the volunteer transport manager
 - Draft backline schedules, piano tuning schedules and
 - Help with venue and concert manager liaison including timing schedules, catering,
 - Assist with management of Festival volunteers
 - Assist with the set-up of venues and manage the delivery schedule
 - Manage the provision of concert incidentals (eg music stands, towels) and running if required
- General Tasks
 - First point of contact for production queries
 - Production of Contact sheets
 - Contract Filing
 - Inventory management, answering phones, helping to run the office

Person Specification

- Ability to organise, prioritise and with excellent time management skills
- Attention to detail with experience of data handling, planning and scheduling essential
- 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: 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: Production Assistant"
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