



Job Description for Carnival Administrator Edinburgh Festival Carnival

Background: The Edinburgh Jazz & Blues Festival (EJBF) one of Scotland's flagship festival events, attracting audiences of 70,000 people with a distinctive programme that appeals to a broad range of the public.

For the last nine years the festival has produced Edinburgh Festival Carnival (EFC) on the opening Sunday of its annual festival. This event features a large-scale artistic parade along Princes Street with over 800 performers, followed by outdoor static performances in Princes Street Gardens. The Carnival hosts multiple cultural and community groups from across Edinburgh who parade alongside international companies and performers.

In 2022 in addition to the Edinburgh Festival Carnival we will

- deliver a workshop programme across the city for children, young people, and adults, including those from lower social economic backgrounds; those who are disabled and those from multi-cultural backgrounds.
- host international arts practitioners from across the world who arrive in Edinburgh in May (funded by Erasmus +)
- host five large carnival bands who arrive in Edinburgh in July (funded by Erasmus +)
- support 18 Scottish arts practitioners to enjoy worldwide residencies (supported by the Turing Fund)
- deliver a mini Carnival, a Samba Encontro and several small scale live performances showcasing multicultural arts
- employ young people under the Government's Kickstart project

Working as part of a small team you would report to the Carnival and Communities Manager, ensuring the smooth running and delivery of the projects including

- Assist and support the management of the Carnival (scheduling, booking of technical equipment, liaison and briefing participating groups, the event team, other staff
- Management of multicultural events regarding venue hire, technical front of house, box office etc.
- Recruit and manage local volunteers associated with all EFC activities.
- Supporting the Carnival and Community manager in preparation meetings and ongoing supervision and mentoring for incoming and outward bound professional and emerging artists
- Arranging travel, visas, accommodation, and logistics for international projects.
- Gathering and maintaining data on key project outcomes and impacts and preparing data for internal and external reports. Including tracking and recording the learning and development of ERASMUS+ project participants
- Administration and supervision of all youth employment participants.
- Financial administration of EFC activities daily, including payment of invoices and banking of receipts and keeping accurate records of all transactions.
- Liaison with EJBF's marketing, production and finance team
- Any other duties as required by the Carnival and Community Manager.

Person Specification

We are seeking a confident, friendly approachable and effective project manager who can work effectively with a wide range of people and organisations. You will have relevant event management skills ranging from community arts to major events and will be able to make things happen.

Essential Skills

- Excellent team working skills with strong verbal and written communication skills.
- Experience working in an international art and/or arts festival context with knowledge of more than one art form, including dance, music, street theatre, circus arts, carnival arts etc.
- Knowledge of funding institutions and grant bodies within the arts and cultural sector.
- Excellent IT skills including work with database packages, Microsoft Excel & Word.
- Good working knowledge of essential financial procedures
- Fluency in other EU languages (desirable).

Job Details

Employed between April and August, the Carnival Administrator is projected to work to the following timeline:

- April – part time (3 days per week)
- May-July - five days per week
- August – part time (3 days per week) for the first two weeks

During peak times it will be necessary to work outside standard hours and at weekends.

Payment of overtime is not applicable to this post, time off in lieu is offered.

You will be entitled to 9 days holiday.

Exact days and times can be discussed further once a successful applicant has been selected.

Location: A mix of home office and other community venues working
EJBF's Office is currently in Leith (second floor)

Payment: £150 per day

Contract type: Freelance/Temporary

To apply, please send a CV and cover letter outlining your suitability for the role to info@adjazz.co.uk.

Please mark your email Carnival Administrator

If you have any questions about the role, please email giles@adjazz.co.uk

Closing date for applications (Monday 24th January 2022)

Interviews will be held (Week Commencing 31st Jan)

We expect all employees to adhere to the Festival's Environmental and Equality, Diversity, and Inclusion Policies.

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