



Project Manager Job Description

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 produces the Edinburgh Festival Carnival, The Mardi Gras and has a year round programme of learning and participation activity and concerts.

www.edinburghjazzfestival.com

EJBF is looking to employ a short term, freelance Project Manager to assist the Marketing Manager and Production Manager, and will be responsible for

- **Setting up and managing some Festival venues** Responsible for drawing up operating protocols including technical, staffing, box-office. Liaising with artists and venue and ensuring that all relevant Health and Safety Protocols are adhered to.
- **Volunteer Management** which will include recruitment, briefing, scheduling and management of festival volunteers
- **Management of the Mardi Gras** Delivering all aspects of the afternoon in the Grassmarket featuring music on four stages and a market. You will co-ordinate the technical aspects, liaise with the musicians and the market, update and service the Event Plan and ensure the event runs smoothly
- **Project Management** – leading on the administrative work in relation to our planned workshops and summer schools (eg. Europe Jazz Workshop, Napier Summer School)

Person Specification

A highly organised, solutions based project manager who can operate confidently in a fast paced and high-pressured environment and get things done. Able work remotely at times on your own initiative as well as collaboratively as part of a team. With good communication skills and excellent attention to detail.

Essential Skills

- Demonstrable experience of logistics and operational management on a similar scale
- Strong and proven administrative skills
- Ability to manage multiple tasks, budgets and staff
- An understanding of current Health & Safety legislation and implementation at live events
- Ability to assess technical requirements and work with technical team to produce and deliver projects
- Strong IT skills, especially Microsoft Office
- Driving licence

Job Details

Employed between the end of February to the end of July, the Project Manager is projected to work to the following timeline:

- 28th Feb- 3rd June – part time (2.5 days per week)
- 6th June-29th July - five days per week and four days of Festival

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 and office 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 Project Manager

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

Closing date for applications (Monday 17th 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.

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