



Programme Manager – Push the Boat Out 2022

Push the Boat Out: Edinburgh's International Poetry Festival is a brand-new platform for poetry, spoken word, and hip hop which delivered its first outing in 2021. PTBO aims to deliver a high-quality mid-scale festival which promotes poetry as an exciting, diverse and dynamic artistic medium and contributes to the rich cultural mix of Edinburgh in progressive ways.

We are seeking to appoint an exceptional candidate as Programme Manager for PTBO 2022.

The role will give the right candidate the opportunity to lead our small but dynamic team in shaping our programme. We're looking for someone with the ideas, the contacts and the ambition to create a programme of events which showcases brilliant and diverse facets of contemporary Scottish and UK poetry, while exploring the creative potential of language, and poetry's connections to other artforms more broadly. The Programme Manager will be inventive, collaborative, and a great communicator. They will need to be comfortable both working autonomously, as well as part of a team. The successful candidate will thrive on getting other people excited to be part of our festival and ensuring that participants enjoy their experience, from organization through to execution.

- **Key Responsibilities:** Work with the Director and Executive Producer to deliver the vision for Push the Boat Out, delivering an outstanding programme which helps shape the conversation and direction of poetry in Scotland and beyond;
- Programme our three-day festival, held at Summerhall Arts Festival, across poetry, spoken word, performance and the interesting spaces between and around these forms.
- Ensure the programme is diverse, engaging and upholds PTBO's aim to offer a fresh new take and contribution.
- Conceive of ideas for headline events, workshops, performances, readings and panels and select exciting voices to participate throughout.
- Create a programme which upholds PTBO's values – to be inclusive, gender balanced and representative of the many different communities who contribute to poetry and the written word in Scotland.

- Manage other programme contributors (film, hip hop curators) to ensure their contributions sit within the overall artistic ethos of the programme and the event is coherent
- Prepare and coordinate invitations, manage artist liaison, travel and participation, liaising with publishers, organisations, individual artists/writers, all to tight timelines
- Ensure on-site experience for all contributors is of a high standard. Develop collaborations with organisational partners, create new artistic commissions and create opportunities for new work
- Work with the small PTBO team and venue partners to ensure the events are delivered to a high standard and all technical teams are appropriately briefed
- Create clear lines of communication and information flow for the Executive Producer, developing clear updates and reports on progress
- Work with the Finance Manager to deliver the festival programme within budget.
- Develop an equalities-driven approach across the festival, and ensuring this is embedded in all areas of our work.

Required Skills and Experience

Demonstrable programming experience:

Passionate about the arts and their ability to create meaningful, developmental, inspiring experiences. An understanding of and appreciation for contemporary poetry and related art forms; able to both interpret and build on the programming identity of PTBO whilst bringing a fresh take; ability to communicate poetry as an artform full of potential

The approach and the networks necessary to facilitate programming the festival within a short timeframe

Clear and effective communication, proven at a high level with a wide range of stakeholders, funders, artists and partners.

Extremely well organized and able to drive and deliver to organizational deadlines.

Excellent organisational and time management skills, ability to remain calm under pressure and in dealing with unexpected situations

Fee:

£9000 = approx. £180 p/day 50 days (approx. 2 x days p/w)

The successful candidate will be expected to work flexibly and to manage their time to meet the requirements of the festival. May involve out of hours working.

Offered on a freelance basis; contract to run June – November

Based remotely but with requirement to be available for face to face meetings in Edinburgh in the lead up to the festival, and during November 3-6th for the festival itself.

Closing Date: Monday 30th May 9am

Interviews: Wednesday 1st June

To Apply: Via CV and cover letter demonstrating your skills, experience and suitability for the role. Please do not submit more than four pages of text in total.

Please submit any work samples as links within the body of your cover letter.

Please send applications to: recruitment@pushtheboatout.org

We strive to foster an inclusive working culture. We encourage applications from all backgrounds and particularly welcome applications from those who are currently under-represented within the sector, including those from black and minority ethnic backgrounds, disabled candidates, LGBTQIA and/or those from a low socioeconomic background or requiring flexible working arrangements.

If you'd like to submit an application in an alternative format, please contact us at recruitment@pushtheboatout.org in the first instance to discuss your requirements. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

