



Programme Coordinator – Push the Boat Out 2023

Push the Boat Out: Edinburgh's International Poetry Festival is a new platform for poetry, spoken word and performance 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 and developmental ways.

We're looking for an extremely well organised, communicative and helpful coordinator to support the development and delivery of the programme for Push the Boat Out 2023. Working closely with the artistic and executive directors, the festival producer and the programme working group, your skills will help us to deliver an exciting, well-managed programme where all of our participants and contributors feel everything has been effortlessly smooth. You're responsive, efficient, have excellent written and verbal communication skills and keep clear records. Ideally, you'll have some creative sparkle of your own to bring to the team and are up for a highly rewarding but sometimes fast-paced challenge.

We need someone who can manage their own time and the inconsistencies of festival work. For example, there is likely to be a busier period in September as we ready for programme launch, after which the baton is handed over to the producer/marketing team. The immediate run up to the November event is also likely to be busy. We will be happy to discuss these aspects further at interview.

Key Responsibilities:

- Working with the directors to support the coordination of the festival programme
- Supporting the program group with research, sourcing sample materials, arranging meetings and general admin, contributing to creative discussions
- Coordinating artists' and participants' appearances directly, with publishers and partners

- Assisting with scheduling, producing individual guests' itineraries and managing changes as required
- Working with the program director to respond to queries and requests from programme contributors to ensure all guests are fully briefed and happy with their involvement in the festival. Troubleshooting as necessary.
- Liaising with speakers and artists and marketing team to collate biographies, headshots and any other print materials
- Working with the marketing team supporting the development of the online and physical festival programmes
- Supporting guests and programme contributors during the Festival, managing the green room and assisting with event production where necessary
- Working with the team of directors, with partners, advisors, suppliers and stakeholders to produce a successful event

Skills & Experience

- Have experience in festivals, conference or event management
- Knowledge of the arts and culture, ideally with an interest in literature and publishing, and/or music
- Be extremely well organised, and able to manage lots of information and data simultaneously
- Have excellent interpersonal and communication skills, both written and verbal, ensuring participation for guests is smooth and they feel welcomed and included in the festival
- An awareness of different communication styles, and access and inclusion needs, and the ability to adapt as required
- Be able to work to deadlines under pressure and a skilled multi-tasker
- Flexible, able to work remotely and an enthusiastic team player

Fee

£150 /day 25 days approx from July – November

Flexible and to be negotiated to meet the needs of the festival. Initially 1 day/week rising as the festival approaches. May include out of hours working. 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 24th – 26th for the festival itself.

Closing Date: Monday 12th June; **Interviews:** 21st 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 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.