

Edinburgh International Culture Summit Foundation  
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## **PROGRAMME MANAGER, 2018 EDINBURGH INTERNATIONAL CULTURE SUMMIT**

**Fixed fee contract from February 2017 - October 2018**

The Edinburgh International Culture Summit is a collaboration between the British Council, Edinburgh International Festival, Scottish Government and UK Government, hosted at the Scottish Parliament and delivered by the Edinburgh International Culture Summit Foundation. Over three iterations, the biennial Summit has brought together Culture Ministers with prominent artists, thinkers and others responsible for formulating and implementing cultural policy to discuss how the arts enrich the lives of people around the world and contribute to the wellbeing of nations.

The Summit is a lively mix of plenary sessions and policy discussions through a programme planned to enable as much exchange as possible between delegates, including a Gala Dinner, cultural programme and space for bi-lateral meetings ensuring a wealth of opportunities for productive dialogue and exchange.

Further details about the Summit are available at: [www.culturesummit.com](http://www.culturesummit.com)

### **JOB DESCRIPTION**

**Job Purpose:** to realise an effective programme for Summit 2018.

**Principal Accountabilities:** to develop and deliver the 2018 Edinburgh International Culture Summit programme, in collaboration with Programme Director, Sir Jonathan Mills and Executive Producer, Ben Spencer. The role comprises programme development and production to include plenary speeches, round-table discussions, workshops and artist liaison. There may be other areas of programme development, such as links with research, further events and visits to Festival performances.

#### **Specific Responsibilities include:**

- Work with the Programme Director on the programme for all delegates attending the Culture Summit.
- Facilitate input of partners and other stakeholders into the formation and delivery of the programme.
- Arrange and provide support, information and secretariat for relevant meetings.
- Invite and manage visits by speakers, contributors and artists.
- Gather information and prepare copy on Summit programme (for website, briefings, delegate packs etc.)
- Ensure appropriate arrangements for cultural performances and any cultural aspects of the programme.
- Work with colleagues, partners, advisors, suppliers and stakeholders to deliver a successful event.
- Manage the programme budget and logistics, and maintain appropriate records.
- Deliver on the mission and objectives set by partners.
- Be the key point of contact for Culture Summit programme

## PERSON SPECIFICATION

### Knowledge, Skills and Experience

Candidates should have at least 3 years of event management or programming experience to ensure they have the necessary organisational and administrative skills needed for this post.

**Essential:** Significant experience of planning and managing events  
Proof of collaborative and partnership working  
Excellent interpersonal skills  
Strong written and verbal communication  
Reliability and flexibility  
An ability to work under pressure and adhere to strict deadlines

**Desirable:** Experience of programming and/or programme administration  
Excellent copy-writing skills  
Knowledge of Cultural Policy  
Knowledge of International Relations  
Experience of delivering international events  
Experience of working with multiple partners

**Contract type:** Temporary 21 month contract – dates to be agreed (Jan./Feb. 2017 to October 2018)

**Salary:** £30-34,000 f.t.e. (0.3 pro rata initially – rising through 0.5 pro rata - full-time early 2018)

Hours are largely at the successful candidate's discretion but are expected to approximate 1.5 days a week initially, increasing from Autumn 2017. Working patterns are up for discussion and office space is provided in central Edinburgh. You will be required to work as necessary for the fulfilment of your duties and will be responsible for your own tax and National Insurance, as a freelance contractor.

**Expressions of interest:** by CV and covering letter to [ben.spencer@eicsf.com](mailto:ben.spencer@eicsf.com)  
(Please also note where you found out about this opportunity)

**Closing date:** 1pm, Wednesday 7<sup>th</sup> December 2016

**Interviews:** w/b 11 January 2017