

# **EDINBURGH INTERNATIONAL SCIENCE FESTIVAL**

## **Job Description**

### **JOB IDENTIFICATION**

**Job title:** Floor Supervisor/Senior Science Communicator

**Responsible to:** Festival Staff Manager

**Last Update:** January 2018

### **JOB PURPOSE**

As a Senior Science Communicator with Edinburgh International Science Festival, you will form part of the team delivering the workshops and activities that make up the Festival's family programme. High quality science communication is at the heart of what Edinburgh International Science Festival is all about and our Science Communicators are our ambassadors.

This senior position will be responsible for a group of workshops taking place within one of our family venues. You will train and lead a team of 7 – 15 Science Communicators working on their events throughout the festival run. You will be responsible for oversight of all aspects of your designated events and their physical space; ensuring workshop spaces are in good safe working order and well-stocked with necessary materials.

### **SCOPE & REQUIREMENTS OF THE ROLE:**

- Attend three mandatory training days
- Learn your 2 – 4 designated Edinburgh International Science Festival workshop/show/exhibitions, with the potential to support and work on ad hoc events if interested and required.
- Train and lead a team of 7 – 15 staff on your designated events.
- Ensure your designated events are delivered safely and to a high standard for the full Festival run: 31 March – 15 April 2018
- Assist with greeting customers and other duties within the venue during the Festival

### **KEY RESULT AREAS**

- Successful completion of Festival Science Communication Training and Event Training as required
- Familiarisation with event delivery materials provided by the Festival
- Provision of all required identification and payroll documentation requested in a timely manner
- Training your allocated Science Communicators to deliver the events using clear, effective science communication skills, supporting and motivating your team throughout the festival

- Organizing your assigned event spaces on a daily basis: ensuring consumable materials are replenished and the workshop is safe and tidy
- Supporting your team of Science Communicators to ensure successful delivery of designated events for the duration of the 2018 Festival
- Demonstration of high level of customer service whilst working within the venue
- Assistance provided for with unpacking and re-packing of event kits as directed by Festival staff

## **MAIN TASKS**

- Participate in all training sessions required
- Take charge of setting up assigned events on-site and ensure your events are ready for the opening of the Festival
- Review and learn assigned scripts and be prepared to supplement training provided onsite with individual learning to ensure readiness to deliver workshops
- Engage children and adults with the event material and ensure the successful running of your designated area at all times
- Attend all shifts as designated on rota in order to deliver your assigned event during the Festival
- Understand the kit, props and consumables required for assigned events and manage consumables on workshops to ensure all events are well stocked. Maintain the safety of your space, including safe use and storage of equipment and chemicals
- Advise Venue Manager of any shortages of consumables or other supplies necessary to your events as soon as possible
- Attend any briefings required by Festival Management
- Arrange and run your own briefings for your own Science Communicator Team.
- Manage breaks within your team to ensure adequate cover for all your designated events.
- Manage absences within your team to provide cover where possible notifying the Staff Management of any issues arising.
- Keep records of your teams working hours and report to the Staff Manager as required.
- Manage and mentor your team to ensure they can deliver their events as strong, confident communicators.
- Represent the high standards of the Edinburgh International Science Festival at all times

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

- Science Communicators
- Staff Manager, Staff Management Team and Venue Manager
- Front of House Team
- Other Creative, Event Development and Production Staff (either permanent or temporary)

### **External:**

- Venue and Box Office Staff

## **KNOWLEDGE, TRAINING, EXPERIENCE, TECHNICAL SKILLS AND COMPETENCIES REQUIRED**

We are looking for outgoing people who are excellent communicators and who enjoy working with parents and children aged 3-15 years. Previous experience in Science Communication in a festival setting or Science Centre context with family audiences is necessary. Experience working in education or learning support, or a background in theatre and performing arts would also be beneficial. However, passion is the key and an ability to work hard and retain your sense of humour is essential.

### **Essential:**

- Confident presenter with good communication skills
- Quick learner, comfortable with scientific information
- Good team working skills with some previous supervisory experience in a busy festival environment
- Problem solving abilities and good use of initiative with the ability to remain calm under pressure
- Confident, organised and proactive approach
- Experience working with children
- Science communication experience with family audiences

### **Desirable:**

- Previous experience of Edinburgh International Science Festival and our workshop/event content
- Scientific background/education
- Performance skills
- Experience in education or teaching

## **FURTHER INFORMATION**

### **Documents needed:**

If successful in your application we need you to be ready to provide the following documents to the office immediately:

- Scan of your current passport
- Electronic completion of our paperwork – contract/new start details/pre-employment medical questionnaire

### **Important dates:**

- **Applications close:** 11:59pm, Sunday 11 February 2018
- **Planned interview period:** Monday 19 February 2018
- **Science communication training:** Saturday 24 March 2018
- **Set up day:** Monday 26 March 2018
- **Event training:** Tuesday 27 March 2018 (Senior Science Communicators only) & Wednesday 28 March 2017
- **Science Festival Lates:** Thursday 29 March 2018 (evening shift)
- **Getting the venue festival ready:** Friday 30 March 2018 (half day)
- **Festival live:** Saturday 31 March – Sunday 15 April 2018

Please note you must be available on all dates listed above in order to apply for the post. There will be some flexibility within the interview period as to your slot – you will be able to self select a suitable slot.