

# EDINBURGH INTERNATIONAL SCIENCE FESTIVAL

## Job Description

### JOB IDENTIFICATION

**Job title:** Science Communicator

**Responsible to:** Festival Staff Manager/Assistant Staff Manager and designated Floor Supervisor/Senior Science Communicator

**Last Update:** January 2018

### JOB PURPOSE

As a 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 role makes a real difference to the experience of children, families and adults at the Festival. As the Festival only runs for a short time, we depend on our staff being reliable and committed to the role for the two weeks for which they are employed and willing to engage in all aspects of the visitor experience.

### SCOPE & REQUIREMENTS OF THE ROLE

- Attend two mandatory training days
- Learn one Edinburgh International Science Festival workshop/show/exhibition, with the potential to work on *ad hoc* events if interested and required
- Deliver your designated event required 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
- Familiarisation with the event delivery materials provided by the Festival
- Provision of all required identification and payroll documentation requested in a timely manner
- Successful delivery of designated event for the duration of the 2018 Festival
- Demonstration of high level of customer service whilst working within the venue
- Providing assistance in unpacking and re-packing of event kits as directed by Festival staff

## **MAIN TASKS**

- Participate in all training sessions required (including Science Communication Training and Event Training)
- Assist in setting up assigned event on-site and ensure your event is ready for the opening of the Festival
- Review and learn an assigned script and be prepared to supplement training provided on-site with individual learning to ensure readiness to deliver workshops
- Engage children and adults with the event material and facilitate the successful running of your designated area at all times
- Attend all shifts as designated on the rota in order to deliver your assigned event during the Festival
- Understand the kit, props and consumables required for assigned event and support the Team Leader with management of consumables on workshops
- Help maintain the safety of your space, including safe use of storage equipment and chemicals
- Advise Team Leader/Floor Supervisor of any shortages of consumables or other supplies necessary to your event as soon as possible
- Attend any briefings required by the Team Leaders/Floor Supervisors or Festival Management
- Represent the high standards of the Edinburgh International Science Festival at all times

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

- Floor Supervisors/Senior Science Communicators and Team Leaders
- Staff Manager, Staff Management Team and Production Manager
- Front of House Team
- Other Creative, Event Development and Production Staff (either permanent or temporary)
- Science Communicators

### **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

would be beneficial as would experience working in education or learning support, or a background in theatre and performing arts. 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
- Reliable and calm under pressure
- Experience working with children

**Desirable:**

- Scientific background/education
- Performance skills
- Experience in education or teaching
- Science Communication experience with Edinburgh International Science Festival or other festival or organisation

**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:** Tuesday 20 – Friday 23 February & Monday 26 February
- **Science communication training:** Saturday 24 March 2018
- **Set up day:** Tuesday 27 March 2018 (only some Science Communicators will be required on this date)
- **Event training:** Wednesday 28 March 2017
- **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.