



Programme Manager - Music (Temporary – maternity cover)

Salary: £33,000 - £36,000

Contract Type: Temporary – maternity cover (c.10months)

The Edinburgh International Festival is looking for an experienced, passionate and dedicated **Programme Manager - Music** to join the team. We want you to help us deliver this unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

EIF is an equal opportunity employer, we value diversity and applications from candidates of all communities and backgrounds. Inclusive culture is the foundation for a successful workplace, this is a key focus for us across our staff, our artists, and our audiences.

To increase the diversity of our staff, our recruitment includes the Rooney Rule - regarding ethnicity – and Disability Confident Scheme for interviews. For more information go to our [website](#).

Job Specification

The Role:

The Programme Manager - Music role is an essential part of the programming team, with key responsibilities for capturing details around the schedule, repertoire and artists, and the wider communication of this to the Festival team. The role is also key in ensuring the operational and financial workings of the department throughout the year.

Performance Indicators and Deliverables

Management

- Manage and ensure the smooth flow of music details, schedules, repertoire, artists to all related departments including, Programming, Artistic Management, Production, Communications, Sponsorship and Development.
- Ensure that music programme and schedules and other key information is efficiently shared with Artistic Management for the timely issuing of contracts for the delivery of the Festival.
- Responsibility for and management of, the music programme and schedule into the Festival Schedule on Artifax, and to 'publish' the Festival Schedule to the organisation.



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- Issue Programme updates to inform the wider Festival of changes or updates to the programme.
- Be part of the recruitment for Festival contract staff as required in the Music Department eg Concert managers
- Work with the Head of Concerts on the planning and scheduling of The Queen's Hall and 'The Hub' series; oversee the delivery of 'The Hub' series.
- Be the central point of contact for all non-choral music library related questions

Artistic:

- To be the first point of contact internally about the details of the music programme.
- Research music programmes, ideas and artists as required by the Head of Concerts and Festival Director.
- Represent the Festival as required at professional gatherings.

Financial:

- Update and maintain music budgets and year end reconciliations as directed.
- Maintain and manage delegated budgets eg the Hub, Rising Stars.
- Work with Finance to identify costs eligible for orchestra tax relief applications.

Administration:

- Proof-read Festival materials to ensure accuracy across all music elements.
- Undertake Artist Management or Concert Management duties as directed, during the Festival.
- To undertake any other tasks required by the Head of Concerts.

Benefits: [EIF-Employee-Benefits.pdf](#)

Please apply online at [Jobs | Edinburgh International Festival](#)

Start date: early November

Closing date for applications: time, Monday 19/10/ 2026

Due to the high volume of applications received for this role, it is possible the job opening will close before the application closing date. We advise you to submit your application as soon as possible.

Funded by The City of Edinburgh Council and Creative Scotland. Registered charity number SC004694.