

EDINBURGH SCIENCE FESTIVAL

Job Description

JOB IDENTIFICATION

Job title: Team Leader

Responsible to: Staff and Project Manager/Assistant Staff Manager

Last Update: January 2026

JOB PURPOSE

As a Team Leader with Edinburgh Science Festival, you will form part of the team ensuring the high-quality delivery of workshops that make up the Festival's family programme at our flagship venue - the National Museum of Scotland. High-quality science communication is at the heart of what Edinburgh Science is all about and our science communication team are our ambassadors.

You will lead a team of 2 - 5 Science Communicators working on a workshop during the second half of our festival and during the school sessions. You will be responsible for oversight on all aspects of your designated event and the physical space; ensuring workshop spaces are in good safe working order and well-stocked with necessary materials.

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

- Complete mandatory induction and training courses
- Learn your designated Edinburgh Science Festival workshop, with the potential to work on ad hoc events if interested and required
- Lead a team of 2 - 5 staff on your designated workshop

- Ensure your event/s is delivered safely and to a high standard for the full workshop run: 13 - 23 April
- Assist with greeting customers, scanning tickets and other duties within the venue during the Festival

KEY RESULT AREAS

- Successful completion of Festival induction, communication training and event training as required.
- Familiarisation with event delivery materials provided by the Festival.
- Familiarisation of the Science Festival programme.
- Successful delivery of designated workshop for the duration of the 2026 Festival.
- Demonstration of high level of customer service whilst working within the venue.
- Assistance provided for unpacking and re-packing of event kits as directed by Festival staff.
- Organising your assigned workshop space on a daily basis: ensuring consumable materials are replenished and the workshop is safe and tidy.
- Supporting and motivating your team of science communicators to ensure successful delivery of designated events for the duration of the 2026 Festival.
- Provision of all required identification and payroll documentation requested in a timely manner.

MAIN TASKS

- Participate in all training sessions required (including Science Communication Training and Event Training).
- Assist in setting up assigned workshop on-site and ensure it is ready for the first live day.
- Review and learn assigned scripts and be prepared to supplement training provided on-site with individual learning to ensure readiness to deliver workshop.
- Engage children and adults and ensure your designated area runs smoothly at all times.
- Attend all shifts as designated on the rota in order to deliver your assigned workshop during the Festival.
- Understand the kit, props, and consumables required for your assigned workshop, and manage them to ensure all events are well stocked.

- Maintain the safety of your space, including safe use and storage of equipment and chemicals.
- Advise the production team 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 briefings for your own Science Communicator Team.
- Manage breaks within your team to ensure adequate cover.
- Manage and mentor your team to ensure they can deliver their events as strong, confident communicators.
- Represent the high standards of the Edinburgh Science Festival at all times.

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Science Communicators
- Assistant Staff Manager, Staff Management Team and Production Manager
- Front of House and Box Office Team
- Other creative, event development and production staff (either permanent or temporary)

External:

- Venue staff

KNOWLEDGE, TRAINING, EXPERIENCE AND TECHNICAL SKILLS REQUIRED AND COMPETENCIES

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
- Some supervisory/team leadership experience and skills, ideally within a busy festival environment.
- Problem solving abilities and good use of initiative
- Reliable and calm under pressure
- Confident, organised and proactive approach
- Experience working with children
- Confidence and experience in speaking with members of the public in a customer service setting.
- Science communication experience with family audiences

Desirable:

- Previous experience of Edinburgh Science Festival and our workshop/event content
- Scientific background/education
- Experience delivering scripts (written material)
- Performance skills
- Experience in education or teaching

OTHER CONDITIONS

Edinburgh Science is committed to ensuring that:

- We are an exemplary organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.

FURTHER INFORMATION

- Applications close: 11:59pm, Sunday 1 Feb 2026
- Planned interview period: Monday 9 Feb – Wednesday 18 Feb 2026
- Science communication training (mandatory): Saturday 28 Mar 2026 (subject to change)
- Event training (mandatory): Sunday 12 Apr 2026
- Festival live: Monday 13 – Sunday 19 Apr 2026
- Schools Programme: Tuesday 21 Apr – Thursday 23 Apr 2026

Please note that to apply, you must be available for all dates listed above. Shifts are typically 8 hours long and involve being on your feet for extended periods.

There will be flexibility when booking interview slots. Candidates will be able to self-select a suitable time, and all interviews will be conducted via Microsoft Teams.