

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Project and Sales Assistant

Pay: £13.45 per hour

Duration: Fixed-term (approx. 31 weeks from mid Oct 26 – mid May 2027)

Hours: 21 hours per week (rising to 28 hours per week for approximately 10 weeks from mid Feb – mid April)

Responsible to: Project Officer, Learning

Last Update: September 2026

JOB PURPOSE

- To sell science shows and workshops to schools and provide support for touring performers as part of Edinburgh Science's touring programme to primary schools, Generation Science
- To support the smooth running of the preparation & delivery phases of the Edinburgh Science Festival 2027 with administration and logistic support

KEY RESULT AREAS

- Meet sales targets for Generation Science 2027 touring programme
- Administrative support to the project, science engagement and production teams to required deadlines
- Effective communications with schools, external partners, performers, clients, and stakeholders
- Procurement of accommodation, travel, consumables and equipment within agreed budgets
- Timely and accurate recording of financial data
- Coordination of the print process, ensuring that all deadlines for drafts, proofing and print production are met

MAIN TASKS

- Actively sell the Generation Science touring shows/workshops to headteachers and teachers in schools across Scotland to achieve allocated sales targets
- Answer phone enquiries
- Provide show and workshop information to schools enquiring about booking.

- Respond in a timely manner to enquiries and escalate to relevant project team member as needed
- Distribute confirmation letters, sponsor letters, teacher's notes, technical specifications and invoices to schools
- Maintain accurate records on Edinburgh Science's database system
- Provide weekly touring and accommodation schedules to touring performers including working time and school information
- Book accommodation and ferry travel for touring performers
- Assist with calculating working hours for touring performers
- Input data and manage the flow of event information into Edinburgh Science's event management database, ensuring data in the database always remains accurate and up-to-date
- Assist in creating, tracking and monitoring of production schedules, call sheets and other key project documentation
- Procure equipment and consumables as assigned, prioritising responsible procurement and good value for money
- Organise transport logistics and shipping

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Project Officer
- Development team
- Production team
- Senior Project Manager
- Finance team
- Science Engagement Officer

External:

- Schools across Scotland
- Accommodation providers across Scotland
- External project partners, venues, speakers, suppliers and contractors to Edinburgh Science Festival 2027

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- Excellent phone manner

- Previous experience of working with databases and IT systems
- Excellent administrative and word processing skills, proficient in all MS Office packages
- Good interpersonal skills with the ability to work effectively in a team
- Good standard of written communication.
- Ability to work under pressure to ensure deadlines and targets are met
- Excellent attention to detail
- An interest in science and/or education
- Reliable, positive & flexible working manner

Desirable:

- Previous call centre / telesales experience
- Knowledge and experience using Artifax
- Knowledge of geography of Scotland
- Experience supporting a busy team in an administrative capacity.

OTHER CONDITIONS

Edinburgh Science is committed to ensuring that:

- We are an exemplar 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

Temporary contract: this position is a part-time (3 days a week) contract for a period of approx. 31 weeks from mid October 2026 to mid- May 2027.