

## **Technical Assistant**

**(Full time, 35 hours, flexible work hours, start date 29/07/2025, end date 31/08/2025 – possible extension)**

**£15.25 gross per hour**

French Institute in Scotland  
West Parliament Square  
Edinburgh EH1 1RN

***This role involves working in close cooperation with the whole team of the French Institute in Scotland in Edinburgh (12 permanent team members), to plan, design and oversee a wide variety of events and activities from a technical perspective.***

The French Institute in Scotland has been a well-known Edinburgh cultural institution since 1946. **The Scottish outpost of the French Embassy** in the United Kingdom, it offers and promotes French language learning and French cultural events, nurtures Franco-Scottish partnerships and aims at being an open and stimulating meeting place for the French community, their friends and all those interested in French language and culture in every dimension.

The **key responsibilities of the technical assistant** are as follows :

- To manage the institute's **technical facilities** (stage, light and sound systems, video and audio recording, video projection), their maintenance, training for their use; stage management during events and shows, including liaising with artists to prepare for their technical requirements
- To manage the **public spaces** on offer at the institute (pre-visits for artists, layout design and organization, room preparation and tidy up, design and implementation of safe and practical storage for all pieces of equipment and furniture), participation in the design and implementation of the building's maintenance strategy
- Supporting the cultural officer for the **programming of cultural activities** (music, theatre, cinema, visual arts)

**Working conditions** involve :

- Respect for health and safety rules and requirements
- Being able to carry reasonable weights and safely work at a height of about 5m with appropriate equipment and safely use classic DIY tools

The following form highlights the minimum level of expertise expected or required from potential candidates in a variety of competences that are deemed potentially or critically useful for the role of technical assistant.

	competence	confirmed experience and total autonomy	previous experience and knowledge	vague apprehension
communication	Video and graphic design		*	
	web design			*
	public relations			*
	protocol / VIP		*	
	English written language	*		
	English spoken language	*		
technical	stage management	*		
	lighting system	*		
	sound system	*		
	video recording and editing	*		
	general logistics	*		
cultural	Scottish cultural life and institutions		*	
	British cultural life and institutions		*	
	French cultural life and institutions			*

**Please note that only applications from people residing in the United Kingdom (settled status, pre-settled status or present in the territory before 01/01/2021) or having British nationality or dual Franco-British nationality will be examined.**

**Deadline: Monday 7 July**

If you are interested in this role please send your CV attached to a short email stressing your areas of expertise (based on the above chart), experience and interests.

**Contact:** [culture.ifecosse@institutfrancais.org.uk](mailto:culture.ifecosse@institutfrancais.org.uk) and [stephane.pailler@diplomatie.gouv.fr](mailto:stephane.pailler@diplomatie.gouv.fr)