

# Festival Applicant FAQs

## Q1. When will I be able to apply for a Festival job with the Students' Association?

Applications will go live on Friday 1<sup>st</sup> May and close at 4pm on Wednesday 6<sup>th</sup> May.

## Q2. What questions are included in the application form?

The application form is short. We're looking for some key information to be confirmed, why you're wanting to work with us during Festival and for you to upload your CV.

## Q3. When I try to apply, I get this message *"You already have an applicant account. Please log in with this email address to continue"*.

You will receive this message if you've applied to work with us using this system before.

To get your applicant code resent to you, click 'LOGIN' on the top right hand corner of your screen and follow the instructions. Once you've got your code and logged in, you will be able to access it on the 'All Positions' page.

## Q4. What happens if I am unsuccessful in my first choice of role on my application form?

The hiring managers will consider your application against your first choice of role and any additional roles you have listed that you would be interested in.

## Q5. Why is Retail Team Leader not a first choice option on the application form?

At the time of advertising for vacancies, all Festival Retail Team Leader positions had been filled by internal staff. However, positions may become available, so we've left them on the application form as additional roles you can select to be considered for if you are unsuccessful in your first choice of role.

## Q6. What happens after I submit my application?

- You will receive an invite to complete a 1-way video interview, via Radancy.
- There will only be 4 questions and you'll have the opportunity to practice first.
- The deadline for submitting your video interview is Wednesday 13<sup>th</sup> May.
- If you've applied for a Team Leader position and are shortlisted, you will also be invited to a Microsoft Teams interview with one of the Venue Managers. Your interview will be up to 30 minutes long.

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## Q7. When will I hear back after interview?

Our Festival team will be working hard to shortlist and interview all applicants within a timely manner. To ensure fairness, we won't be issuing offers until all applicants have gone through the selection process.

We anticipate all Festival 2026 offers will be issued w/c 8<sup>th</sup> June.

## Q8. If I'm offered a role, what happens next?

If you're offered a Festival role – congratulations! We can't wait for you to be part of it.

This offer of employment will be valid for 1 week from the date of issue. If you have not accepted after this period, then it will be withdrawn.

Once you accept the offer of employment on our recruitment system, an account will be created for you on our rota system, Staff Savvy. Follow the onboarding steps on the system, including the Right to Work employment eligibility questionnaire. If you have an in-date biometric British or Irish passport or Irish passport card, or an eVisa with a generated share code, you will complete your check via TrustID. If you have a different form of ID, for example an out-of-date passport or birth certificate + NI number, you cannot complete your check through TrustID and should email [Festival@eusa.ed.ac.uk](mailto:Festival@eusa.ed.ac.uk) to arrange an in-person check instead.

Your Festival contract will be issued to you through Staff Savvy once your Right to Work information has been verified by one of the team. After signing your contract, onboarding is complete and you can start working on any online modules assigned to you through our MapalOne training system.

## Q9. If I'm offered a role, what training will I need to complete?

You'll need to complete 5 online modules assigned to you through the MapalOne training system. You will be paid up to a maximum of 4 hours for undertaking this training.

In-person training will be held between 27<sup>th</sup> July – 4<sup>th</sup> August (dependant on role) which you must attend. Actual dates and times of sessions will be confirmed closer to the time. We anticipate regular shift patterns will begin on 5<sup>th</sup> August.

For Retail positions, training and regular shift patterns will commence from 3<sup>rd</sup> August.

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Candidate Journey Map:



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