



Hi There,

A key part of our Bedlam Fringe team are our Box Office Supervisors. These team members are in charge of overseeing all the goings on at the Box Office and maintaining constant contact with the performing companies. Supervisors are also in charge of the box office hourly staff and will have input in their hiring and scheduling. Supervisors will also be offered the opportunity to join in fringe prep prior to their required start date and help in the planning of many aspects of Bedlam Fringe's operation.

These positions are ideal for individuals looking to have a more rewarding and exciting role to play during fringe than hourly work without having to commit to the level of responsibility required of senior management.

If you have any questions about the role or the recruitment process please don't hesitate to contact [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk).

The deadline for applications is 5pm on April 28th, please prepare a CV and covering letter and email them to [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk).

We look forward to hearing from you.



## **Expectations of Applicants**

1. Have a good knowledge of all aspects of making theatre.
2. Have experience, at some level, of a management role.
3. Possess the practical skills required to assist the Premises, Front of House manager and casual staff in maintaining the Box Office in order to complete any improvement projects undertaken by the Fringe management team.
4. Possess the skills required to correctly assist members of the public in all situations that may arise during the day to day running of the theatre.
5. Be prepared to co-ordinate the needs of visiting companies with those of the venue in all Front of House matters.
6. Be committed to the smooth and pleasant running of the theatre during the Fringe, and the creation of a friendly, exciting atmosphere within the building.

## **Expectations and Honorarium**

A Box Office supervisor must be available in a Part Time capacity from appointment and in a full time capacity from the middle of July until the end of August. Exact days and hours will be agreed with the successful candidate prior to the start date

Receive an honorarium payment per day of pre-festival prep during July that the candidate takes part in, in recognition of services performed over this period.

Additionally they will receive an hourly wage for their service during the festival.

## **Desirable skills**

1. Understanding of most/all aspects involved in the making of theatre.
2. A very positive attitude towards Bedlam and a strong desire to work for us and to help support future developments to reach consistent standards of excellence.
3. A dedication to delivering a genuinely world class festival programme.
4. Sensitive approach to handling confidential information.
5. Ability to plan and prioritise with attention to detail.
6. A good telephone and email manner.
7. Ability to integrate and operate well in a team environment.
8. The ability to build and maintain good working relationships.
9. Good communication and interpersonal skills.
10. The ability to think of your feet and make quick decisions when necessary.
11. A willingness to learn new skills as required and undertake appropriate training.
12. Enthusiasm, self motivation, imagination and ambition.
13. Flexibility in terms of hour worked/shift pattern.



**Apply**

**Please email your CV and covering letter to [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk). Applications close on the 28th of April. Interviews will begin the week beginning 1st May.**