



Hi there!

A key part of our Bedlam Fringe team are our Box Office casual staff. These team members are a vital element to the everyday running of Bedlam during the fringe season. Not only will they be required to work in the Box Office but they will also work as Front of House for all our shows. This will entail sitting in shows, ushering customers and ensuring their wellbeing, cleaning the facilities and collecting tickets. Casual staff will be responsible for ensuring the smooth running of each day ensuring that a top quality service is provided throughout the venue. These positions are ideal for people looking for fringe work which allows them to be immersed within the Fringe itself. The job comes with some wonderful perks and allows for flexible working hours within reason. Additionally, they're great for people looking to work in the service industry or simply looking for some service industry experience.

If you have any questions about the role or the recruitment process, please don't hesitate to contact FOH@bedlamfringe.co.uk.

The deadline for applications is 5pm on May 31st, please prepare a CV and covering letter and email to FOH@bedlamfringe.co.uk.

We look forward to hearing from you.



Expectation of Applicants

1. Have a good knowledge of all aspects of making theatre.
2. Possess the practical skill required to assist the Premises, Front of House Manager and Supervisor in maintaining the Box Office.
3. Possess the skills required to correctly assist members of the public in all situations that may arise in the day to day running of theatre.
4. Be prepared to help with the needs of visiting companies with those of the venue in all Front of House matters.
5. 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

A Box Office casual staff must be available from the end of the July until the end of August. Exact days and hours will be agreed with the successful candidates prior to the start date. They will receive an hourly wage for their service during the festival.

Desirable Skills

1. Understand 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. A sensitive approach to handling confidential information.
5. Ability to work with attention to detail.



6. A good telephone 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 on your feet and make quick decisions when necessary.
11. A willingness to learn new skills as required and undertake appropriate training.
12. Enthusiasm, motivation, imagination and ambition.
13. Flexibility in terms of hours worked/shift patterns

Apply

Please email your CV and cover letter to FOH@bedlamfringe.co.uk.

Applications will close at 5pm on May 31st. Interviews will begin week beginning June 5th.