



Hi There,

We're looking to open this position in our programming team again this year in the interests of continuing to offer a development opportunity to those interested in a career in artistic programming and directing. We aim also to maintain the high quality of the Bedlam programme by adding unheard creative voices to our selection and review process. Bedlam has long been said to have one of the most interesting and engaging programmes at the Fringe Festival and every year we aim to live up to festivalgoers' expectations by delivering the best of every genre that the Fringe has to offer.

Individuals interested in applying for this position should hopefully have a long term interest in in programming and/or artistic directing and be ready and willing to work as a team under the guidance of the venue's Programming Director. If you have any questions about the role or the recruitment process please don't hesitate to contact info@bedlamfringe.co.uk

The deadline for applications is 5pm on January 17th, please prepare a CV and covering letter and send them to info@bedlamfringe.co.uk

We look forward to hearing from you.



Key Responsibilities

1. The Programming Assistant will assist in correspondence with companies interested in performing at the venue for the 2018 festival.
2. The Programming Assistant will read all applications to perform at the venue in their entirety and discuss their content with the other members of the programming team and the Programming Director.
3. The Programming Assistant will work in collaboration with the Programming Director and other members of programming team to produce all promotional materials distributed to interested companies throughout the course of the programming process.
4. The Programming Assistant will help to develop and articulate the programme vision for this coming festival in collaboration with the Programming Director.
5. The Programming Assistant will meet and liaise with the Edinburgh Festivals Fringe office to ensure that registration and promotion of the programmed shows proceeds smoothly.

Key Relationships

1. The Programming Assistant is accountable to the Programming Director and the Venue Manager as well as EUSA Human Resources for HR matters.
2. The Programming Assistant will be expected to undertake all reasonable duties as requested by the Senior Team of Bedlam Fringe including but not limited to the Venue Manager and Programming Director.
3. There may be reasonable changes to the duties, compensation and responsibilities of the Programming Assistant which will be outlined by EUSA.
4. Key contacts within EUSA will be: Director of Finance; HR Department; & the Sabbatical Office Bearer to whom responsibility for the Bedlam Theatre is designated.
5. In order to undertake the duties required of the role, the Programming Assistant will be expected to be present at the Bedlam Theatre on a part time basis from the date of appointment until the end of May, with the potential to extend this appointment through the 2018 festival period. They will receive a financial sum in recognition of their activities.

Desirable skills

1. Understanding of 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. Impeccable telephone and e-mail 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, self motivation, imagination and ambition.
13. Flexibility in terms of hours worked/shift pattern.

Apply

**Please email your CV and covering letter to info@bedlamfringe.co.uk
Applications close on 17th of January at 5pm**