



Hi There,

We're incredibly excited to be looking for a Venue Manager for the 2018 Fringe Festival. This position offers a unique development opportunity to those interested in a career in arts management and administration. At its core this position always has been and always will be about defining Bedlam for a festival, the way it's seen, the way it works, the way it looks and the way it feels. To that end we hope once again to put together a team of people who who are inspired by the potential the Bedlam has to be at the heart of what is arguably the single greatest cultural event on earth.

In general applicants for this role should have an interest in management, the arts - and in particular theatre, front of house design, operation and management, press, marketing, branding and finance. Below find a more detailed description of the responsibilities and relationships that are fundamental to the role.

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

We look forward to hearing from you.

Conor Marlborough
Venue Manager
Bedlam Fringe 2017



Key Responsibilities

1. The Venue Manager will be the primary public face for all Fringe matters
2. The Venue Manager will be responsible for drawing up and maintaining a budget, subject to the approval by EUSA's Director of Finance and monitoring expenditure and income
3. The Venue Manager will be responsible for hiring all members of the senior management team with support from EUSA's HR Department
4. The Venue Manager will introduce and oversee the implementation of an in-house marketing strategy
5. The Venue Manager will oversee and implement a front of house strategy for the venue's bar(s) to ensure their profitability and optimal function as outlined by the Venue Manager in the aforementioned budget
6. The Venue Manager will oversee the hiring and management of a team of staff and volunteers to assist in the running of Bedlam during the Festival
7. The Venue Manager will provide financial oversight of day to day operation of the organisation and as such be responsible for overseeing the submission of payments, staff reimbursements and any other necessary expenses to EUSA Finance
8. The Venue Manager will sit on the committee of the EUTC for the duration of their time in the role of Venue Manager
9. The Venue Manager will be expected to act as the primary contact for Bedlam Fringe
10. The Venue Manager will work in collaboration with the Director of Programming and their programming team so as to ensure that the branding and operation of the venue are within the artistic vision for the venue and that the programme and vision of the artistic team do not impede the function of the front of house or the venue's overall ability to achieve its financial goals
11. The Venue Manager will be responsible for managing and cultivating the overall day-to-day working environment of the venue to the satisfaction of members of senior management and staff

Key Relationships

1. The Venue Manager is accountable to EUSA and will have contact with key staff members regarding financial and Human Resources matters
2. The Venue Manager will be expected to undertake all reasonable duties as requested by EUSA
3. There may be reasonable changes to the duties and responsibilities of the Venue Manager 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. The Venue Manager is accountable to the City of Edinburgh Council and University of Edinburgh in relation to any development projects, licensing, or other matters which are subject to University or external regulations or guidelines
6. In order to undertake the duties required of the role, the Venue Manager will need to be



available for two planning phases, for the duration of the festival and for the aftermath of the festival

1. The initial phase is from commencing as a Bedlam volunteer until the end of May, during which time planning takes place
 2. From June until the commencement of Festival there is full time access to the building and as such preparations take place on-site for the Fringe Festival in August
 3. During August we ask that all members of the lead team undertake a variable shift pattern to ensure appropriate cover
 4. Post-festival there are a number of activities which need to be undertaken including handing the venue back to EUTC and ensuring all paperwork is completed
7. You will receive a financial payment as a thank you for your contribution

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 experience
4. A strong commitment to furthering the experiences of the entire team and a desire to make a positive contribution to the whole festival
5. An ability to lead and motivate a team of individuals as Duty Manager
6. Sensitive approach to handling confidential information
7. Ability to plan and prioritise with attention to detail
8. Good telephone and e-mail manner
9. Ability to integrate and operate well in a team environment
10. The ability to build and maintain good working relationships
11. Good communication and interpersonal skills
12. A demonstrable ability to cope with stressful situations with a mature and calm disposition at all times
13. The ability to think on your feet and make quick decisions when necessary
14. A willingness to learn new skills as required and undertake appropriate training
15. Enthusiasm, self motivation, imagination and ambition
16. Flexibility in terms of hours worked/shift pattern
17. A willingness to undertake any and all projects necessary within reason to ensure the successful operation of the venue
18. Experience with leading a team and a desire to do so

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