



Hi There,

We are opening applications for Director of Late Night, whose role is to put together the programme for our alternative comedy cabaret which hosts different acts each night of the Fringe.

We wish to offer a development opportunity to those interested in a career in comedy and artistic programming. 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 with a particular interest in comedy, and be ready to work as a team with the venue's Director of Programming. 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 February 2nd, please prepare a CV and covering letter and send them to info@bedlamfringe.co.uk

I look forward to hearing from you.

All the best,
Katrina Woolley
Director of Programming



Key Responsibilities

1. Correspond with companies interested in performing at the venue for the 2018 Festival, late night programme.
2. Select companies to perform at Bedlam Theatre in the 2018 Festival, late night programme.
3. Be responsible for negotiating the necessary financial agreements and working in conjunction with the Programming Director for generating applicable hire contracts for performing companies.
4. Read all applications to perform at the venue in their entirety and discuss their content with the other members of the programming team.
5. Manage the programming assistants in conjunction with the Programming Director.
6. Collaborate with the programming team to produce all promotional materials distributed to interested companies throughout the course of the programming process.
7. Develop and articulate the programme vision for Late Night Fringe 2018 for the benefit of the Venue team and the companies selected to perform.
8. Meet and liaise with the Edinburgh Festival Fringe Office to ensure that registration and promotion of the programmed shows proceeds smoothly.
9. Be present for at least part of the 2018 Edinburgh Fringe Festival to liaise with performers, ensure the smooth running of the Late Night cabaret and preview companies and productions which may become a part of the 2019 Bedlam Fringe programme.

Key Relationships

1. The Director of Late Night is accountable to EUSA in the first instance. They will have contact with key staff members regarding financial and HR matters.
2. Key contacts with EUSA will be: Director of Finance and the HR Department.
3. There may be reasonable changes to duties, compensation and responsibilities of the Director of Late Night from time to time which will be outlined by EUSA.
4. In order to undertake the duties required of the role, the Director of Late Night 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. The Director of Late Night will receive an honorarium payment in recognition of their activities.



Desirable skills

1. Understanding of different types of comedy and the aspects that go into making it.
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 2nd February at 5pm