



Venue Manager Assistant

Dear Applicant,

Thank you for your interest in the role of Venue Manager Assistant at this year's Fringe. Bedlam Theatre is one of the best known and most respected venues at the Edinburgh Fringe Festival. Because of this, each year we have a duty to ensure that we deliver excellent service and excellent shows. This involves securing the smooth and efficient running of the venue. As such, a great deal of work goes into designing, creating and running each year's unique Bedlam Fringe. The Venue Manager is responsible for coordinating and overseeing these efforts, as well as managing finances and the functioning and upkeep of Bedlam as a Fringe venue. The Venue Manager Assistant will play a key role in facilitating all this. The Venue Manager Assistant will be assigned their own projects, by the Venue Manager, and will be responsible for implementing these.

Given that Bedlam Fringe must cover its costs, a key relationship for the Venue Management team is with the Front of House Management team. As such, the Venue Manager Assistant may be asked to assist with the procurement of sponsorship deals with food and beverage companies. The Venue Manager Assistant also acts as a full-time Duty Manager throughout all of August. The Venue Manager Assistant will assist with the maintenance and preparation of the venue during the months of May and July.

The successful applicant will receive an honorarium payment for the work completed prior to Fringe. They will also receive a wage salary for duty managing throughout the Fringe.

If you are interested in the role, please email info@bedlamfringe.co.uk with your CV and covering letter by 5pm on the 13th of March. I look forward to hearing from you.

Sincerely,

Esmée Cook

Bedlam Fringe Venue Manager

Main Duties and Responsibilities:

- Assisting in the successful operation of Bedlam Fringe.
- Carrying out projects discussed with and set by the Venue Manager.
- Helping the Front of House Manager and Venue Manager procure sponsorship deals with food and beverage suppliers.
- Helping prepare the venue in the run up to Fringe, including decorating, maintenance and general housekeeping tasks.
- Learning about Bedlam Fringe finance procedures, to be able to process and monitor invoices on behalf of the Senior Management Team.
- Generally assisting the Venue Manager.

Expectations of Applicant:

- A good knowledge of all aspects of theatre-making.
- Experience of working on projects, whether as a team or by yourself.
- The confidence to cultivate good working relationships with shows and suppliers, to ensure Bedlam is well-received.
- A commitment to the smooth and pleasant running of the theatre during the Fringe, and the creation of a friendly, exciting atmosphere within the building.

Requirements:

- ✓ 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.
- ✓ A dedication to delivering a genuinely world class festival experience.
- ✓ A desire to learn about the process of creating Bedlam Fringe.
- ✓ Ability to plan and prioritise with attention to detail.
- ✓ Good telephone and e-mail manner.
- ✓ The ability to integrate and operate well in a team environment.
- ✓ The ability to build and maintain good working relationships.
- ✓ Good communication and interpersonal skills.

- ✓ The ability to think on your feet and make quick decisions when necessary.
- ✓ A willingness to learn new skills as required and undertake appropriate training.
- ✓ Enthusiasm, self-motivation, imagination and ambition.
- ✓ Flexibility in terms of hours worked.

Please email your CV and covering letter to info@bedlamfringe.co.uk. Applications close at 5pm on the 13th of March.