



We are delighted to open applications for Box Office Supervisors!

A key part of our Bedlam Fringe team are the Box Office Supervisors. These team members are in charge of overseeing all the goings on at the Box Office and maintaining constant contact with performing companies. Supervisors are also responsible for Box Office Staff and will have input in their scheduling. Additionally, successful candidates will be offered the opportunity to join in Fringe prep prior to their required start date and help with the planning of many aspects of the venue's operation.

These positions are ideal for individuals looking for a role with greater responsibility during the Festival in an exciting and well-known venue and who are committed to providing a world-class Fringe experience.

If you have any questions about the role or the recruitment process, please don't hesitate to get in touch by emailing foh@bedlamfringe.co.uk.

The deadline for applications is 5pm on 11th May. Please send a covering letter and CV to foh@bedlamfringe.co.uk.

Looking forward to hearing from you!

Georgie Rodgers
Front of House Manager
Bedlam Fringe 2018

Expectations of Applicants

1. Have a good knowledge of all aspects of making theatre.
2. Experience in a duty manager role is preferable, but not compulsory.
3. Possess the practical skills required to assist the Front of House team, Duty Manager and Box Office Staff in maintaining the Box Office in order to complete any improvement projects undertaken by the Fringe management team.
4. Possess the skills required to correctly assist members of the public in all situations that may arise during the day to day running of the theatre.
5. Be prepared to co-ordinate the needs of visiting companies with those of the venue in all Front of House matters.
6. 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.

Desirable skills

1. A positive attitude towards Bedlam and a strong desire to work for us and to help support future developments to reach consistent standards of excellence.
2. A dedication to delivering a genuinely world class festival programme.
3. Sensitive approach to handling confidential information.
4. Ability to plan and prioritise with attention to detail.
5. Impeccable telephone and email manner.
6. Ability to integrate and operate well in a team environment, as well as leading a team.
7. The ability to build and maintain good working relationships.
8. Good communication and interpersonal skills.
9. The ability to think on your feet and make quick decisions when necessary.
10. A willingness to learn new skills as required and undertake appropriate training.
11. Enthusiasm, self motivation, imagination and ambition.
12. Flexibility in terms of hour worked/shift pattern.

Expectations

A Box Office supervisor must be available in a part time capacity from appointment and in a full time capacity from the middle of July until the end of August. Exact days and hours will be agreed with the successful candidate prior upon appointment.