



Bedlam Fringe are delighted to open applications for Box Office Team Members this summer!

The Box Office Team Members are vital to the everyday running of Bedlam during the Fringe and we are looking for enthusiast and hard-working individuals to join our team. Box Office TMs will work selling tickets for our exciting Fringe program, ushering customers, and informing and advising the public on what we have to offer. You will be responsible for ensuring the smooth running of venue every day to provide a high-quality service that ensures our customers can't wait to return for another show!

Working on the Bedlam box office is ideal for people looking to be completely immersed in the Fringe, as you will be right at the heart of one of the most exciting venues in Edinburgh. We offer flexible working hours, Bedlam perks and a brilliant working environment to all our staff. Box Office TMs are paid an hourly wage during the Festival.

If you have any questions about the role or the recruitment process, please don't hesitate to contact FOH@bedlamfringe.co.uk.

The deadline for applications is 5pm on 16th May. Please send a cover 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. Possess the practical skills required to assist the Front of House team, Supervisors and Duty Managers.
3. Possess the skills required to assist members of the public in all situations that may arise in the day to day running of the theatre.
4. Be prepared with the needs of visiting companies performing in the theatre.
5. Be prepared to work closely in a team with other Box Office TMs and Supervisors.
6. Be committed to the smooth and pleasant running of the theatre and to create a friendly and welcoming atmosphere within the venue.
7. Ensure that every task, no matter how small, is carried out to a high standard

Desirable Skills

1. Understanding of most/all aspects of working in a theatre
2. Ability to work well in a collaborative team and to build good working relationships.
3. Ability to work with attention to detail
4. Impeccable telephone manner
5. Ability to think on your feet and make decisions
6. A willingness to learn new skills and undertake training
7. A dedication to delivering Bedlam's standard world class Fringe
8. Enthusiasm, creativity and self motivation
9. Flexibility in terms of working hours and shift patterns

Key Dates

- Interviews will take place on 21st and 22nd May.
- Box Office TMs must be available from the end of July until the end of August. Exact days and hours will be agreed with the successful candidate after appointment.