



Hello,

Thank you for your interest in applying to be the Assistant Front of House Manager for Bedlam Fringe 2018.

The Assistant Front of House Manager will be a key part of the Bedlam Fringe team this year. You will work closely with the Front of House Manager to create and build relationships with sponsors, devise an exciting food and drinks menu for the cafe, and hire Supervisors and Casual Staff to work in the venue during the Fringe. Additionally, the Assistant Front of House Manager will work as a Duty Manager when the venue is open in August.

This position is ideal for an organised and creative individual looking to contribute to what Bedlam will offer this Fringe, who might also consider taking up a further position of responsibility next year.

If you have any questions about the role or the recruitment process please get in touch by contacting info@bedlamfringe.co.uk.

The deadline for applications is 5pm on 13th March. Please send a cover letter and your CV to info@bedlamfringe.co.uk.

We look forward to hearing from you.

Georgie Rodgers

Front of House Manager



Key Responsibilities

1. The Assistant Front of House Manager will, along with the Front of House Manager, work to achieve sponsorship deals from drinks and food companies.
2. The Assistant Front of House Manager will help to hire Cafe and Box Office Supervisors.
3. The Assistant Front of House Manager will be trained in Food Safety and be responsible, along with the Front of House Manager, for training Supervisors and Casual Staff.
4. The Assistant Front of house Manager will work as a Duty Manager when the venue is open.

Key Relationships

1. The Assistant Front of House Manager will work closely with the Front of House Manager, the Venue Manager, and Cafe and Box Office Supervisors
2. The Assistant Front of House Manager will create important relationships with sponsors and suppliers.

Desirable Skills

1. Experience working in a box office, bar or theatre is desired
2. Impeccable telephone and email manner
3. Ability to work well in a collaborative team
4. The ability to build and maintain good working relationships
5. Good communication and interpersonal skills
6. A dedication to delivering Bedlam's standard world class Fringe
7. Enthusiasm, creativity and self motivation