

Fringe Venue Manager 2025

We are incredibly excited to open applications for the position of Bedlam Fringe Venue Manager for the 2025 Edinburgh Fringe Festival. This position is a unique opportunity to gain experience in arts management and administration. This position is about defining Bedlam for a festival, the way it's seen, the way it works, the way it looks and the way it feels. To that end we hope once again to put together a team of people who are inspired by the potential that Bedlam has to be at the heart of Fringe.

In general, applicants for this role should have an interest in management, the arts - and in particular theatre-, with a broad range of shared duties including Front of House, design, operation and management, press, marketing, branding, and finance. Below find a more detailed description of the responsibilities and relationships that are fundamental to the role.

The deadline for applications is **Sunday 5th of January 2025 at 6pm**. Please prepare a CV and cover letter and email them to fringe@bedlamtheatre.co.uk. The interviews will be held the following week. We look forward to hearing from you.

Availability and Contract

To undertake the duties required of the role, the Venue Manager will need to be available immediately after being hired through until the end of September 2025. They are also expected to be contactable by the Edinburgh University Theatre Company (EUTC) committee and the Edinburgh University Students' Association (EUSA) with regards to Fringe Business until they have handed over their responsibilities and documentation to the next Venue Manager the following year.

The Venue Manager will be required for a planning phase immediately after being hired through to the start of July, during which they will hire the rest of the team and prepare budgets, staff training and plans for the running of the festival. This takes place off-site, with a estimated weekly commitment of between 8 and 16 hours. The Venue Manager is expected and allowed to flexibly allocate their hours over the preparation period.

In July, EUTC Committee will hand over the building to the Fringe Team, who can prepare the building for the festival. This will include reskinning the stage, small building maintenance, deep cleaning, and getting the building ready for all visiting audiences and companies. The Venue Manager is anticipated to work about 40 hours a week for the duration of the month.

During the festival, from 1st to the 25th of August, the Fringe Venue Manager will be responsible for day-to-day management and taking Duty Management shifts. The Venue Manager is expected to work approximately 40 hours a week during this period.

In the two weeks following the festival they are responsible for cleaning the building, completing all documentation, and handing over the building back to the EUTC committee. They are expected to work a total of 24 hours on this.

The Venue Manager is a freelance contracted role, who will be paid an hourly rate of **14 pounds gross**. This will be paid monthly on the receipt of an invoice. Full contract terms will be provided at Interview.

Key Responsibilities

- The Venue Manager will be the primary public face and contact for all Fringe Festival matters for, including, but not limited to, the EUTC, Edinburgh University Students' Association's (EUSA), and visiting companies.
- Managing and cultivating the overall day-to-day working environment of the venue.
- Ensuring a positive and welcoming atmosphere for visiting companies and audience members.
- Assisting audience members by dealing with their questions and issues, ensuring their safety and comfort on the premises, and through this providing excellent customer service.
- Ensuring the accessibility of the venue, anticipating the needs of all customers.
- Acting as a fire steward and first aider for the venue and arranging appropriate training for yourself and relevant staff with relevant providers.
- Duty Managing the venue during the Fringe, including dealing with issues as they come up, being the first point of contact in the venue for companies on-shift, and keeping the venue running to time.
- The Venue Manager will be responsible for hiring and leading the management team and staff, with the support of the Head of Programming, other managers and EUSA.
- The Venue Manager will be responsible for the overall Bedlam Fringe budget, as approved by EUSA Finance Department. They will be responsible for the initial allocation of funds to various budgets, financial oversight of the day-to-day operation, and responsible for submission of expenses to EUSA's finance department.
- The Venue Manager will work together with EUSA's trading department to facilitate a EUSA-run bar in the Bedlam Theatre café.
- The Venue Manager will work in collaboration with the Press and Marketing Manager to ensure that the branding and operation of the venue are within the artistic vision for the venue and that the programme and vision of the artistic team do not impede the function of the front of house or the venue's overall ability to achieve its financial goals.
- The Venue Manager will collaborate with the Head Programmer to ensure that the programme fits the needs and the values of the venue.

Key Relationships

- The Venue Manager will maintain communication with relevant members of the EUTC committee, including the President, Business Manager, Theatre Manager, Front of House Manager, and Technical Manager about their departments and to ensure a successful handover to and from the Bedlam Fringe Team.
- The Venue Manager is accountable to the Students' Association and will have contact with key staff members regarding financial, human resources, and building and safety matters.
- The Venue Manager is accountable to the EUTC, City of Edinburgh Council and University of Edinburgh in relation to any development projects or other matters which are subject to University or external regulations or guidelines.

Key Requirements

- A dedication to delivering a genuinely world class festival experience.
- 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.
- Ability and willingness to document the running of Bedlam Fringe 2025 for the benefit of future Bedlam Fringe teams.
- A strong commitment to furthering the experiences of the entire team and a desire to make a positive impact on the whole festival.
- Experience managing a team in a fast-paced environment.
- Experience working in a public facing setting.
- Good communication and interpersonal skills, and the ability to build and maintain good working relationships, while maintaining confidentiality when required.
- The ability to cope with stressful situations with a mature and calm disposition at all times, and 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.
- A willingness to undertake all projects necessary within reason to ensure the successful operation of the venue.
- An understanding of current health and safety principles and regulations.
- Flexibility in terms of hours worked/shift pattern.
- An understanding of all aspects of theatre, including tech, backstage, and producing.