



Hi there,

Thank you for your interest in our Assistant Venue Manager role at this year's Fringe. As always, this job is essential to the smooth running of the theatre since Bedlam theatre is regularly one of the busiest and most popular venues throughout the entire festival. Because of this, Bedlam requires a competent, organized, and professional individual to aid in planning Bedlam's Fringe strategy, as well as helping the day-to-day running of Bedlam throughout August.

This position does not simply begin in August, and if successful, you will work part time from your appointment in conjunction with the management team to prepare Bedlam for the Fringe. The Fringe is an amazing opportunity to gain knowledge of the industry and as Assistant Venue Manager you will have unparalleled experience of the running of a major venue, and a great deal of responsibility in delivering a profitable and critically acclaimed Bedlam Fringe 2017. Success in this role would also stand in good stead for those wishing to apply to be Venue Manager in 2018.

A list of key responsibilities and desirable experience follows this letter. I wish you the best of luck with your application, the deadline for which is 5pm on the 20<sup>th</sup> of March. Please email a covering letter and a CV to **[info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk)**

Sincerely,

Conor Marlborough  
Fringe Venue Manager 2017



## **Key Responsibilities**

1. Assist the Venue Manager to implement an in-house marketing strategy.
2. Advise the Venue Manager regarding the hiring and management of the team of staff that run Bedlam during the Festival.
3. Help to provide financial oversight of day-to-day operation of the theatre, and maintain contact with EUSA and other key contacts.
4. Assist the Venue Manager in collaboration with the Artistic Director and their programming team to ensure that the branding and operation of Bedlam are within the artistic vision for the venue.
5. Assist the Venue Manager and other duty staff in ensuring Bedlam runs smoothly throughout the festival.

## **Key Relationships**

You will be in regular and close contact from appointment to the end of the festival with:

1. The Venue Manager.
2. The Bedlam Business Manager.
3. The Director of Programming.
4. EUSA accounts team.
5. Front of House Manager.
6. Various other individuals who help run Bedlam Fringe.

## **Desirable skills**

1. 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.
2. A dedication to delivering a genuinely world class festival experience.
3. A strong commitment to furthering the experiences of the entire team and a desire to make a positive contribution to the whole festival.
4. Sensitive approach to handling confidential information.
5. Ability to plan and prioritise with attention to detail.
6. Good telephone and e-mail manner.
7. Ability to integrate and operate well in a team environment.
8. The ability to build and maintain good working relationships.
9. Good communication and interpersonal skills.
10. A demonstrable ability to cope with stressful situations with a mature and calm disposition at all times.
11. Flexibility in terms of hours worked/shift pattern.

**Apply**

**Please email your CV and covering letter to [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk)**

**Applications close on the 20th of March at 5pm**