



Hi there,

Thank you for your interest in our Front of House 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, organised, and professional individual to coordinate the day-to-day running of Bedlam.

However, 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 experience of the industry and as Front of House Manager you will have unparalleled access into the running of a major venue, and a great deal of responsibility in delivering a profitable and popular Bedlam Fringe 2017.

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. Overseeing any legal and health and safety requirements relating to the running of a café/bar.
2. Overseeing alcohol licensing for the venue and its staff.
3. Hiring a team to manage the day to day operation of the box office and café during the festival, including Box Office and Café Supervisors as well as casual staff.
4. Overseeing all training of front of house staff.
5. Overseeing the purchasing, management and storage of equipment, food and drink relating to the bar/cafe and maintenance of the front of house areas.
6. Developing a menu for the Café over Fringe with the Café supervisors.
7. Liaising with EUSA to arrange staff contracts.
8. Duty managing the Bedlam venue during the Fringe, including being in charge of health and safety for the building and helping to deal with customer queries.
9. Creating team/show procedures relating to front of house along with the box office and café managers where necessary.
10. Helping to prepare all areas of the theatre for the run up to Fringe, including building/decorating projects and general housekeeping tasks.

## **Key Relationships**

1. You will have regular meetings with Bedlam's Business Manager prior to August, and submit detailed stock and sales reports to them during the Fringe.
2. You will work closely with the Venue Manager during the Fringe, assisting them with the day-to-day running of the theatre.
3. You will have close contact with suppliers and catering partners to make sure Bedlam is fully stocked and ready to serve the public.

## **Desirable skills**

1. Excellent organisation.
2. Excellent communication skills.
3. Proficient computer literacy.
4. The confidence to lead a team and deal professionally with the public.
5. A strong work ethic and a positive attitude towards problem solving.
6. Experience of working in a busy bar and cafe environment.
7. Experience of leading a team successfully.
8. An ability to complete set tasks on time and to a high quality.
9. A dedication to helping Bedlam deliver a genuinely world-class Fringe.

### **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**