

C venues require staff for the Edinburgh Fringe

we're looking for

C venues is seeking freelance staff for the Edinburgh Festival Fringe. We are looking for talented and enthusiastic people interested in working with us in our 21st year of operation, to help us create our most exciting and successful Festival to date.

the right team

Having the right team on board is essential to the smooth running of our venues and to the success of our corner of the Festival. We are looking for people with a keen interest in theatre, from students to professionals. Whether you're looking for experience or already have skills in box office, technical and stage management, IT, administration or marketing, if you want to be part of the largest arts event on the planet we'd like to hear from you.

it's hard work but it's fun

The Edinburgh Festival Fringe is a lot of fun and a lot of hard work: the more you put in, the more you will get out of it. The Fringe's reputation as a breeding ground for new work and new talent relies heavily on those who organise it and welcome performers and production companies from all over the world. Being part of the Festival is a large commitment and extremely rewarding. So if you fancy being part of a team dedicated to providing an efficient, competent and above all, professional service to our visiting companies, then read on!

who are we?

C has developed a high profile and a strong brand identity and is now the home of the biggest theatre and new writing Festival on the Fringe. We have one of the largest venue programmes, encompassing over 200 pieces each Festival in recent years, including drama, musicals, music, mime, comedy and visual arts. Our facilities on multiple sites include theatres, café-bars, performance art and exhibition spaces which all together see over 150 events take place each day, during 20 hours out of every 24.

what do we do?

Being part of C means meeting and working with a huge variety of artists from different backgrounds and in different fields. First we construct our theatres from scratch in a week, in empty halls and function rooms. Next we rehearse over 150 different works over four days, 24 hours a day. We then open for performances for four weeks: every day on average 10 different works will be performed in each theatre, and over the Festival more than 200,000 audience members will pass through our doors. Afterwards we dismantle everything, leaving our venues as we found them until the next year's Festival.



C what you can do at Edinburgh

multiple venues and performance spaces

Our multiple central venues include our main venue multiplex C on Chambers Street, with four theatres, C **too** at St Columba's by the Castle, with a main theatre and a church space, and C **aquila** at the Roman Eagle Lodge on the Royal Mile. Since 2007 we have run a multiplex venue with indoor and outdoor spaces at Edinburgh's Old Town Gap Site as C **soco**. In 2011 we added new multiplex venue C **eca**, at the Edinburgh College of Art.

theatre and house managers and foh team

We provide each venue with theatre and house managers to oversee the smooth running of each show and the venue as a whole and to be responsible for staff, visiting companies and members of the public. Our larger venues also have additional front of house team members to assist the public and visiting companies.

technical managers, technicians and stage managers

Our theatres are equipped to the highest technical specifications. Our technical staff are there to maintain these standards in the venues at all times, to assist companies with their get-ins and to be on hand should their help be required. Our technicians and stage managers will normally operate some of the visiting productions. We also need specialist technicians with proven skills in carpentry, lighting, sound and IT/computers.

box office and counter managers and team

Our integrated box offices use the Fringe ticketing system to sell tickets for shows at all our venues. Our box offices function as a stage door reception, with box office staff welcoming company members and passing on messages. We see our box office staff as key members of our marketing department, at the front line of getting an audience for our shows in the highly competitive Fringe environment.

press and marketing team

Our press and marketing team is based in our offices at C but works across all our venues. We are committed to vigorously promoting our venues and the works we host, and we are looking for people who will work tirelessly on behalf of our visiting productions both before and during the Festival.

client services/administration

We are unique amongst Edinburgh venues in having a client services department who assist companies with all aspects of their stay in Edinburgh, and offer advice and solutions to any of the problems that can beset a Festival company, from their leaflets not arriving to lack of electricity in their accommodation. The administrative team keep the whole C machine running efficiently and also offer support to all the other departments.

are you interested?

We are seeking to put together an committed team of people who will work on our Edinburgh Season from the initial stages at our offices in London, through the fit-up of the venues and the actual Festival to the get-out.

what you'll get out of it

C venues is an un-funded not for profit organisation, and we engage our team members on a semi-voluntary basis. Accommodation is provided in shared flats in Edinburgh and we pay a minimal freelance fee to help cover living expenses. It's hard work but you'll get to see lots of shows (all ours are free to staff), meet lots of people and have lots of fun!

the dates

We may need you to be available in Edinburgh from as early as **Monday 16 July**, depending on the position you apply for, until **Friday 31 August**. If you are interested in marketing, administration or management, we may also need you to be available in London for some of May, June, July or September.

what next?

If you think that you could fit the bill then please fill in and send us a C **venues staffing application form** together with a **cv** and **photo** by email, fax or post, or apply online at **www.cvenues.com**

any questions?

If you have any questions, email **staffing@cvenues.com**, call **Heather Young** on **+44 (0)845 260 1020**, or write to C **venues staffing, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK**



C staff application

C venues engages the services of freelance contractors at the Edinburgh Festival Fringe.
 This form does not constitute an offer to engage your services or a contract.
 We receive a lot of applications so cannot guarantee to respond to you or to return enclosures.

contact details

First name	<input type="text"/>	Last name	<input type="text"/>
Permanent address	<input type="text"/> <input type="text"/> <input type="text"/>	Current address if different	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/> Country <input type="text"/>	Postcode	<input type="text"/> Country <input type="text"/>
Mobile/main tel	<input type="text"/>	Alternative tel	<input type="text"/>
Email	<input type="text"/>	Skype	<input type="text"/>
Date of birth	<input type="text"/>	Place of birth	<input type="text"/>

what would you like to do?

Box office
 Front of house
 Stage management
 Technical
 IT/Computers
 Press + marketing
 Client services
 Administration
 Management
 Fit-up only
 Get-out only
 Fit-up and get-out only
 Other

Please tick all that apply

can you?

Sell a ticket using a computer box office system
 Assist members of the public when you are under pressure
 Speak English clearly and confidently to members of the public
 Speak additional languages – which?
 Operate lights and sound
 Rig and focus a light
 Maintain lighting and sound equipment
 Install, operate and maintain moving lights
 Do basic carpentry work
 Carry heavy or awkward loads competently
 Work at heights confidently
 Bring your own tools to Edinburgh
 Use a sewing machine to make theatre drapes
 Lead a team of people
 Use a Mac
 Use a PC
 Use Adobe Creative Suite (e.g. Photoshop) or other design packages
 Put together and maintain a computer network
 Drive a car
 Drive a van
 Administer first aid (and possess a currently valid first aid certificate)
 Work in an office
 Work looking after cashing up and basic book-keeping
 Work behind a counter in a busy area
 Work behind a busy bar
 Work all day and all night and remain awake and good humoured

Don't worry if you can't do all these things

referee details

1st referee	<input type="text"/>	2nd referee	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/> Country <input type="text"/>	Postcode	<input type="text"/> Country <input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

tell us more... return to

Please answer all the questions overleaf. You may also enclose a covering letter if you wish.

Please return this form together with a **photo** and a copy of your **cv** to:
C venues staffing, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK
 or fax to **+44 (0)845 260 1001** or email to **staffing@cvenues.com**

C **staff application** Name

to help us assess your application, please answer the following questions

How would you describe C venues, to the best of your knowledge

Why would you like to work with C venues

Describe the personal attributes which make you suitable for this position, giving examples of how you have demonstrated these attributes on previous occasions

Please list your relevant recent employment, freelance work or work experience

Please summarise your education and qualifications

Please sign here

Date