

Pleasance Festival Team 2020 - Role Pack

Role: Venue Manager

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1. About Pleasance Theatre Trust

The Pleasance Theatre Trust is recognised as a leading cultivator of talent at the Edinburgh Festival Fringe, with each festival offering an opportunity to nurture the skills of those working both on and off the stage.

In 2019, our Edinburgh venues welcomed an audience of over 550,000 people across 27 days with a programme of 270 productions. In 2020, we will be presenting the Fringe's most compelling, entertaining and boundary pushing shows in 30 performance spaces across 3 sites.

As an educational charity the Pleasance is fiercely committed to developing opportunities to grow careers. In our festival team, experienced industry professionals stand proudly side by side with those just starting out in the Pleasance Festival Volunteer Programme. Together they support the artists on stage, visiting audiences, and each other.

The Pleasance is a hub of creativity which cultivates the brightest new ideas, raw talent and skills.

Join us.

2. About Our Team

The Pleasance is a place for experiences – both on and off the stage. For staff, audiences and performers alike, we want this experience to be positive, lasting and even life affirming. We measure the success of our operation through the delivery of these experiences, not by ticket sales or 5 star reviews. To achieve this, we are looking for people who share our values;

- **Passion** – Our team is driven by their enthusiasm for what they do and why they do it. From this comes a unique energy that fuels us, creates momentum and permeates every facet of the Pleasance.
- **People** – No matter the level of knowledge or seniority, each and every team member has an equal value. Our collective ambitions can only be achieved through the active participation of all. Our team are committed to inclusion, peer-to-peer learning and pro-active support.
- **Pride** – We are motivated to deliver the highest possible standards with an approach that is as personable as it is professional. Our team takes pride in creating an exemplary environment where participants feel nurtured, engaged, valued and inspired.
- **Perseverance** – We operate in a fast-paced working environment and take this on with open arms and eyes. Through a positive mind-set, good sense of humour and a “can do” attitude, our teams share both the challenges and rewards of an unparalleled creative workplace.
- **Progression** – We exist to offer a platform to talented people looking to develop in the creative industries and will work tirelessly to support them in that pursuit. We are a family that is proud to be represented by an inspiring community of alumni that spans the globe.

3. About The Role

Role:	Venue Manager
Department:	Technical
Line Manager:	Production Manager
Line Manager To:	Venue Technician (Lighting / Sound), Stage Manager and/or Venue Crew (Volunteers)
Working With:	Technical Management, Venue Technicians, Stage Managers, Venue Crew (Volunteers), Front of House Management, Box Office Management

Line Management structures for this role vary according to applicant's allocated sub-venue, with staffing structures differing in each in relation to the technical complexity of its infrastructure and productions. The placement and associated line management structure will be agreed when a role is offered.

Role Description

Working closely with their Venue Technicians, the **Venue Manager** is ultimately responsible for the smooth running of their sub-venue and ensuring that the daily schedule of shows runs to time and that the audience and visiting companies are well looked after. Simultaneously, they must quickly react to resolving the multitude of situations that may arise during the Festival.

As well as maintaining a first class level of technical support, they ensure that excellent relationships are retained both with the performing companies and within their team. They are responsible for ensuring that safe working practices are maintained at all times by both the Pleasance's teams and incoming productions. They ensure that Health and Safety procedures and operational policies are implemented effectively.

The size of the team in each sub-venue varies from 3-9 people according to its capacity and technical complexity, with some team members being shared across two sub-venues operating simultaneously.

The Venue Manager will have experience either working directly with companies in a stage management role or be technicians with great personal skills who are looking to transition into a management position. A perfect Venue Manager should be confident, approachable, mature, equipped with a positive attitude and have a real air of professionalism.

All roles in the Technical department will work in a multi skilled team and be dedicated to a specific sub-venue. Each sub-venue will typically have a programme of approximately 8-10 performances per day. Roles will operate on a rota schedule during the Festival Period, with shifts loosely split into AM and PM shifts with a daily handover or overlap period, to manage the requirements of the daily performance schedule. The ability to work collaboratively with team members and performing companies alongside exceptional organisation is key to ensuring a smooth operation.

Key Responsibilities

- To work closely with performing companies.
- To work in close proximity with the same company and team members every day.
- To manage quick turn-around times, with as little as 20 minutes between performances.
- To be public-facing, assisting with seating audiences, dealing with queries and issues and ensuring their safety and comfort in the sub-venue.
- To problem solve, troubleshoot and think on your feet, often with little or no warning.

- To manage your team and companies expectations and requirements in a busy and bustling technical rehearsal process. Doing your utmost to ensure a positive and welcoming atmosphere for shows.
- To keep the sub-venue running to time.
- To act as fire wardens for their sub-venue, following training in our systems and procedures.
- Strong communications skills, supportive and nurturing management style, good motivator.
- To have an awareness and appreciation of health and safety concerns within the sub-venue. Monitoring risks and reporting any issues to their Production Managers.

Get-In/Out and Technical Rehearsals

- During the Get-In period prior to the festival opening to the public, each role will actively contribute to the construction phase of the Pleasance's sub-venues and sites. During this period, each member of the Technical department will fully contribute to all manner of fit up and construction tasks. Tasks will be assigned to be appropriate to the team member's abilities, but may include physically exerting duties such as lifting; carrying; construction; rigging; technical installation; painting and finishing. This process is replicated during the Get-Out period, when venue facilities are de-rigged following the final performances.
- Technical Rehearsals with performing companies take place in all sub-venues from 02/08/20 – 04/08/20. During this phase, each sub-venue team will work through a daily schedule of technical sessions with incoming productions. It is the team's responsibility to make the visiting companies feel welcome, induct them into the space and facilitate their technical requirements to help deliver the highest level of production standards possible.
- These periods will operate according to the build, training and production schedule, and will therefore differ to the Festival Performance Dates when a daily rota is implemented. All roles should expect to work an intensive schedule during these dates.

Volunteer Support

All members of the Pleasance team have a collective responsibility for those participating in the Pleasance Volunteer Programme, including;

- Provide pastoral support to all Volunteers, remaining open and available for those who require personal or operational support during the Programme;
- Ensure the equal inclusion and participation of all by pro-actively engaging with Volunteers who may benefit from additional support to aid their development;
- Offer professional advice and support to Volunteers, utilising your experience to enhance the skills and knowledge of those participating in the Programme;
- Contribute to the creation of a positive working and social environment, ensuring clear lines of communication and collaboration within departments and between teams;
- Ensure the Volunteers part in the Festival operation is a fun and rewarding experience.

General

- Liaise with other departments across the organisation to ensure the smooth running of operations.

- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.
- Act as a representative for the Pleasance and its values.

Essential Criteria

- Previous Production Management or Stage Management experience within a venue, or live performances.
- An understanding of current health and safety principles and regulations.
- Experience managing a team in a high-paced, high-pressure environment.
- Broad understanding of technical theatre, suited to your performance space.
- Resilience, an infectious calm and unrelenting good humour.

Desirable Criteria

- First Aid at Work qualification.
- Experience working at the Edinburgh Festival Fringe.

4. Contract Terms

Contract Type: Fixed Term, Full Time

Period of Engagement: 30/07/20 – 02/09/20 inclusive (travelling on 29/07/20 & 03/09/20, if required)

Key Dates: Get-In Period: 30/07/20 – 04/08/20 inclusive
 Performing Company Technical Rehearsals: 02/08/20 – 04/08/20 inclusive
 Festival Performance Dates: 05/08/20 – 31/08/20 inclusive
 Get-Out Period: 01/09/20 – 02/09/20 inclusive

Total Fee: £2,500.00 - £2,880.00, accordingly to placement.

Fees for this role vary according to applicant's allocated sub-venue. Successful applicants' placement will be decided based on the their experience and skill set in relation to the technical complexity of the sub-venue's infrastructure and productions. The placement and associated fee will be agreed when a role is offered.

Payment Schedule: 50% Total Fee on 17/08/20
 50% Total Fee on 11/09/20, on completion

Place of Work: Edinburgh, United Kingdom

Schedule of Work: 32 working days, with 3 days off to be taken throughout the Period of Engagement on dates to be agreed according to the departmental rota. A rotating shift pattern is in place during the Festival Performance Dates, with shifts worked daily in different locations across the Pleasance's sites between the programme's operational hours, typically 09:00 – 00:00.

Accommodation: Available to those that require it at a subsidised rate.

Right to Work: All applicants must have the right to work in the UK. If you are not a UK citizen and require additional visas or working permissions, please specify this in your application.

5. Applications

To apply, please complete the Pleasance Festival Team 2020 application form at: <http://bit.ly/PleasanceFestivalTeam2020App>

As part of your application you must submit a Cover Letter and attach a CV. Please include your full name in the file name of your CV and provide this in .PDF or .DOC format.

Applicants are also requested to complete the Pleasance Equal Opportunities Monitoring Form at: <http://bit.ly/PleasanceEqualOps>

Deadline: Applications will be reviewed and interviews held on a rolling basis until all roles are filled, with a preliminary application deadline of 17:00, Sunday 29th March 2020.

Applications received after the preliminary deadline will still be considered for vacant positions. However, prospective candidates are advised that applications are considered on a first applied, first reviewed basis and are therefore recommended to apply at their earliest convenience to maximise the chance of being shortlisted.

Applications via alternative means such as a video or voice application will be accepted from those who require reasonable adjustments. Please contact us if you wish to discuss this.

Contact: Email: jobs@pleasance.co.uk
 Phone: +44 (0)207 619 6868
 Post: Festival Recruitment
 Pleasance Theatre Trust
 Carpenters Mews, North Road, London, N7 9EF

6. Equal Opportunities

The Pleasance Theatre Trust is an equal opportunities employer and welcomes applications from all sections of the community.

If you would require any reasonable adjustments at interview or whilst undertaking the role as specified, please highlight this as part of your application and we will be happy to discuss these.
