

Pleasance Theatre Trust - Role Pack

Venue Manager (Fringe)

June 2021

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1. About Pleasance Theatre Trust

The Pleasance Theatre Trust is delighted to reopen the gates for the 2021 Fringe.

This year's Festival may be smaller, but its purpose has never been bigger - bringing artists back to the stage and creating opportunities to nurture and support new talent. This is a moment to rebuild and rediscover - embodying the hopeful spirit of our very first year on the Fringe in 1985.

As an educational charity the Pleasance remains fiercely committed to developing careers. In our festival team, those working in the industry 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.

This year's Covid secure operation puts health, wellbeing and enjoyment at its core - having been carefully designed to adhere to all public health guidance and legislation.

The Pleasance is a place for everyone, built by us, but made unforgettable by you.

Join us.

The Pleasance Theatre Trust is a registered charity - charity numbers 1050944 (England & Wales) and SC043237 (Scotland).

2. About Our Team

The Pleasance is a place for experiences – both on and off the stage. For our team, 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 is 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.
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3. About the Role

Role:	Venue Manager
Department:	Technical
Line Manager:	Head of Production
Line Manager To:	Venue Crew (Volunteers)
Key Relationships:	Head of Production, Venue Manager, Front of House Management
Contract:	Fixed Term - Freelance

Role Description

The **Venue Manager** is responsible for the smooth running of their designated performance space - ensuring that the daily schedule runs to time, visiting companies are accommodated and audiences are well looked after.

They provide first class technical support to a frequently changing programme of shows, which may include comedy, theatre and children’s shows on any given day. The ideal Venue Manager will be a multi-skilled technician with a working knowledge of sound and lighting, and an ability to operate both.

They are responsible for ensuring that safe working practices are maintained at all times by both their team and performing companies. They ensure that Health and Safety procedures and operational policies are implemented effectively within their performance space, including in relation to Covid security.

The Venue Manager oversees a small voluntary team of Venue Crew and provides them with operational and pastoral support - ensuring they feel confident in their duties and thrive as part of the Pleasance Festival Volunteer Programme. To build effective relationships, they will be confident, approachable, adaptable and be equipped with a positive attitude.

The Venue Manager will be part of the Festival build team prior to the festival performance dates and will actively contribute to the construction phase of the Pleasance’s performance spaces and site.

The Venue Manager will have experience either working directly with companies in a stage management role or be a technician with great personal skills who is looking to transition into a management position.

Key Responsibilities

Incoming Productions / Space Management

- Work closely with performing companies and help deliver the highest level of production standards possible.
- Prepare the performance space and equipment to satisfy the needs of incoming productions.
- Assist in loading and unloading incoming productions into the performance space.
- Manage technician rehearsals and pre-performance sound / lighting checks.
- Operate sound and/or lighting equipment for live performances.
- Manage turnarounds between performances, house calls and clearance.
- Be public-facing - assist with seating audiences; deal with queries; ensure their safety and comfort in the performance space. Work closely with the Front of House team.
- Problem solve and troubleshoot technical and operational matters as they arise.
- Maintain the performance space's schedule.
- Ensure a positive and welcoming environment for all productions, company members, staff and audiences.

Operations

- Line Manage the Venue Crew, including technical and pastoral support.
- Prepare Venue rotas according to the performance schedule.
- Ensure the daily schedule is understood and supplementary information communicated to those on shift.
- Ensure shift duties are adhered to by all team members.
- Maintain communication with Duty Technicians and other departments.
- Complete daily shift reports.

Health & Safety / Covid Security

- Oversee and ensure compliance of the Pleasance Covid Security Policy in the performance space and backstage areas, working closely with other departments and site partners at the Edinburgh University Student's Association, including but not limited to;
 - Social distancing is maintained;
 - One-way routes are followed;
 - Restrictions and guidance are communicated;
 - Face coverings are worn, unless exempt;
 - Equipment and high-volume touch points are sanitised;
 - Seating and tables are sanitised between performances;
- Oversee and ensure compliance of the Pleasance Health & Safety policy in the performance space and backstage areas.
- Ensure daily safety checks of emergency equipment and facilities are undertaken.
- Manage performing company inductions into the performance space.
- Monitor risks and report all pertinent information internally.
- Act as designated fire marshall.
- Where appropriately trained, act as a designated first aider.

Venue Build / Strike

- During this period, 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.

Volunteer Support

- All members of the Pleasance team have a collective responsibility to those participating in the Pleasance Volunteer Programme, in any department or role, with responsibilities including;
 - Maintain a supportive environment and workplace;
 - Ensure equal inclusion and participation of all;
 - Offer professional advice and support;
 - Contribute to a fun and rewarding experience.

General

- Act as a representative of the Pleasance and its values.
- Be responsive to situations as they arise, adapting operations as required.
- Work cross-departmentally to ensure the smooth running of the operation.
- Fulfill ad-hoc duties on behalf of other departments, if required and appropriately trained.

- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.

Personal Specifications

Essential Skills

- Comparable experience within a venue or live performance setting.
- Competent at preparing, rigging/ installing and focusing technical equipment.
- Basic knowledge of technical equipment maintenance.
- Experience of technical troubleshooting and fault finding.
- Experience working with lighting consoles and confidence with basic programming.
- Experience working with analog sound setups and confidence with basic mixing and show operation.
- Understanding of current health and safety principles and regulations.
- Excellent communication skills.
- Personable, approachable and friendly manner.
- Experience working collaboratively and relationship management.
- Resilience working under pressure, calm and an unrelenting good humour.
- Effective approach to diplomatically resolving challenges and identifying solutions.
- Supportive management style.
- A can-do attitude in line with the Pleasance's values.

Desirable Skills

- Experience as part of a venue operation at the Edinburgh Festival Fringe.
- Experience of working with ETC lighting consoles.
- Experience programming and operating QLab Software.
- Experience working with, managing or implementing covid security measures.
- Experience managing a team.

- Experience working with volunteers or less experienced staff.
 - First Aid at Work qualification.
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4. Contract Terms

Contract Type: Fixed Term - Freelance

Period of Engagement: 25/07/21 - 01/09/21 inclusive (travelling 23/07/21 & 02/09/21, if required)

Key Dates: Build: 25/07/21 - 31/07/21
Get-In Period: 01/07/21 - 05/08/21
Festival Performance Dates: 06/08/21 - 29/08/21
Strike: 30/08/21 - 01/09/21

Total Fee: £2515

Payment Schedule: 50% Total Fee on 17/08/21
50% Total Fee by 17/09/21, on completion

Place of Work: Edinburgh, United Kingdom

Schedule of Work: Working on a rotating shift pattern with an average 6 day week during the Period of Engagement. Evening and weekend work are essential in this role.

Accommodation: Accommodation may be available to those that require it at a partially 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 send your CV and cover letter in .pdf or .doc format by email including the Role in your subject line to:

jobs@pleasance.co.uk

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 via Zoom or phone on a rolling basis until all roles are filled. Applications will be considered on a first applied, first reviewed basis and interviews scheduled with shortlisted candidates accordingly.



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: 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. In particular, we encourage applications from backgrounds or social groups currently underrepresented in the creative industries.

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.
