

Pleasance Theatre Trust - Role Pack

Artist Club Events Manager (Fringe) Festival 2025

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established operators at the Edinburgh Festival Fringe, well known for discovering talent. Each year we nurture the skills of those working both on and off the stage.

Starting with just two venues in 1985 we now run 33 performance spaces across 3 sites in Edinburgh every August - presenting the festival's most compelling and entertaining shows. In 2024 our venues welcomed audiences of nearly 500,000 to over 5,700 performances of 280 productions in just 27 days.

The Pleasance is a place where journeys begin; built by us, but made unforgettable by you.

We hope you'll join us.

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

What we look for in applicants

Our Festival team includes experienced industry professionals working proudly alongside those just starting out in the Pleasance Festival Volunteer Programme. Together they provide support to the artists, audiences and each other.

We are looking for team members with:

- A positive attitude.
- A willingness to work as a team.
- An ability to remain motivated, particularly in a fast paced environment.
- A commitment to sharing their experience with volunteers.
- Relevant skills that would support you in the role (see “Role description” for more detail).

Successful applications are most often ones which clearly and concisely communicate these points.

Contract terms and eligibility

Role	Artist Club Events Manager
Contract type	Fixed Term
Period of engagement	28/07/25 - 26/08/25 inclusive <i>Travelling 27/07/25 & 27/08/25, if required</i>
Key dates	Festival Build / Get-In: 26/07/25 - 29/07/25 Festival: 30/07/25 - 25/08/25 Festival Strike / Get-Out: 26/08/25 - 26/08/25
Fee	£2,683.24 by Invoice * *The fee stated above is on the basis of a freelance contract for individuals that are registered self-employed. Fixed term employment contracts (PAYE) are also available to individuals that are not self-employed.
Payment schedule	50% Total Fee on 15/08/25 50% Total Fee by 12/09/25, on completion
Place of work	Edinburgh, United Kingdom
Schedule of work	Shift work on a nightly shift pattern with an average 6 day week during the Period of Engagement. Shifts will typically run to 3am but not required daily.
Accommodation	Accommodation is available to all that require it and is subsidised by the Pleasance, with a charge of £14 per night passed on to the team member. Accommodation is a private bedroom with a single bed in a 4 to 6 bedroom halls of residence style flat. Flats are shared with other Pleasance team members and located 20 to 25 minutes walk from the venues.

Right to work	All applicants must have the right to work in the UK.
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Role description

Role	Artist Club Events Manager
Department	Industry Services
Line manager	Operations Coordinator
Key relationships	Operations, Press Office, Programmers, Edinburgh University Students' Association (Club Bar Operators)

Summary

The **Artist Club Events Manager** is the face of Brooke's Club, the Pleasance's very own private members bar exclusively for performers, company members, press and VIP guests. Based at the Pleasance Dome and open every day through till 3am, it's one of the most sought after spots on the festival.

The Events Manager takes overall responsibility for the space - setting it up; getting the ambience right; maintaining it throughout the evening; greeting and mixing with guests and ensuring only passholders are in the bar. They additionally oversee occasional special events in the space, reserving tables and facilitating any other requirements.

As part of their role, the Events Manager will be expected to spend time with the hugely diverse clientele and forge meaningful relationships with guests - welcoming them as if into their own home. These relationships may last for a single visit or the full 27 days of the festival. A highly personable and sociable character is therefore essential, coupled with professionalism and discretion.

The bar service within the space is managed by the Edinburgh University Students' Association and the Events Manager is not required to work behind the bar. Building a strong collaborative relationship with the bar staff is however key.

As this is a solo position, the ideal candidate will be self-motivated, responsible and take pride in maintaining high standards. Shifts will need to be adaptable and will typically be from mid evening through to midnight but could go through to 3am, so it is essential to be a night owl. Experience working in a bar or club environment will be beneficial, but most important is the ability to be engaging, passionate and embody the friendliness that the Pleasance is known for.

Key responsibilities

- To organise and promote special events and games to bring artists into the space to meet each other and socialise.
- Act as the principal point of contact for all Brooke's Club enquiries.

- Prepare the club on a nightly basis, ensuring it is presentable and welcoming.
- Greet guests on the venue door, ensuring all have a valid membership pass.
- Engage with guests throughout their visit.
- Work closely with the Edinburgh University Students' Association bar team, ensuring smooth service throughout the evening.
- Facilitate special events and bookings for artists and Pleasance Patrons.
- Ensure the space is maintained during the day, working closely with the bar team and Press Office to do so.
- Produce a daily report on club activity for the Pleasance management team.
- During the Get-In period to work with the Pleasance Marketing team to ensure the space is ready for guests.

Volunteer support

- All members of the Pleasance team have a responsibility to support those participating in the Pleasance Festival Volunteer Programme, including;
 - Champion the Pleasance's Volunteer Values
 - Maintain a supportive environment and workplace
 - Be inclusive and encourage equal participation
 - Support volunteer training by sharing your experience
 - Contribute to a fun and rewarding experience.

General

- Act as a representative of the Pleasance.
- Be responsive to situations as they arise.
- Work cross-departmentally to ensure the smooth running of the operation.
- Maintain high standards and excellent customer service.

Personal specifications

Essential skills / experience

- Experience working closely with artists and industry members, preferably within a theatre or live event setting.
- Experience of organising and promoting events.
- Excellent communication skills.

- Relationship management.
- Ability to work independently.
- Personable, approachable and friendly manner.
- Ability to work late nights.
- A positive attitude.

Desirable skills / experience

- Experience working in a bar or club.
 - Experience working with VIP and/or guestlist management
 - Experience as part of a venue operation at the Edinburgh Festival Fringe.
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Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- May 2025: Applications open.
- May 2025 onward: On an ongoing basis, applications are reviewed, shortlisted and candidates invited to interview. Applications are typically reviewed within 3 weeks of applying.
- May - July 2024: In-person and online interviews take place until the vacancy is filled and candidates are notified of the outcome 1 to 3 weeks following interview.

Deadline

There is no fixed deadline for applications and interviews will continue until the vacancy is filled. Current vacancies are listed at <https://www.pleasance.co.uk/festival-opportunities>.

Making an application

To apply for this role, you can make one of the following applications:

- **Online, in Writing:** Complete the Pleasance Festival Team Application Form, available here: <https://www.pleasance.co.uk/festival-opportunities>. You are required to submit a CV through the form.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of you answering the questions in the application form. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@pleasance.co.uk with the subject "2025 Festival Team

Application - [Your Name]”. If the file is large please use a file sharing site such as www.wetransfer.com

- **Video:** A video application can be made by emailing a .MP4 or .MOV video file of you answering the questions in the application form. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to jobs@pleasance.co.uk with the subject “2025 Festival Team Application - [Your Name]”. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, Google Drive or Dropbox and send the link for viewing.

Application process

The process has two stages:

1. An application
2. Interviews for shortlisted candidates

How we assess your application

- Each application is assessed by someone who works in the team you are applying to - typically a manager with a knowledge of the requirements of the role. They will assess your application with a mixture of comments and scores for how closely they think you meet the requirements of the role. Requirements are outlined in the “What we look for in applicants” and “Role description” sections of this pack.
- The assessor will determine a shortlist of candidates for interview.
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom.
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role.
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback.
- An update can be provided on the status of your application at any time by emailing jobs@pleasance.co.uk. We aim to reply to all enquiries within 7 days.

If your application is successful

- You will receive an offer by email, confirming the terms and other relevant information.
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together.
- You are welcome to ask any further questions prior to accepting the offer.
- After you accept your offer, you will be sent a contract to sign and any relevant pre-arrival information. You should make travel arrangements at this point if required.

Help

If you require help with your application you may contact us by:

- Email: jobs@pleasance.co.uk
- Phone: +44 (0)207 619 6868

We aim to reply to all enquiries within 7 days.

Equal Opportunities

At the Pleasance Theatre Trust we want our team to reflect wider society and welcome applications from all sections of the community - in particular from anyone currently underrepresented in the creative industries.

We welcome applications from everyone, regardless of background or social group. If you would like to have an informal discussion about any role available or anything in this pack before you submit your application please contact jobs@pleasance.co.uk.

You can also email to talk to us about your access needs. We discuss access with candidates at each step of the application process, so first we would discuss access for the application, then, if successful for the interview and then if successful, for the job.
