

Pleasance Theatre Trust - Role Pack

EICC Producer (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 2023 our venues welcomed audiences of nearly 500,000 to over 5,700 performances of 285 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	EICC Producer
Contract type	Fixed Term
Period of engagement	28 working days including 1 pre production day Festival - 28/07/25 - 26/08/25 inclusive <i>Travelling 27/07/25 & 27/08/25, if required</i>
Pre-production	A total of 1 additional pre-production prep day is required as part of this role and included in the fee. A schedule for undertaking this will be discussed with shortlisted candidates at interview and mutually agreed.
Key dates	Festival Build / Get-In: 28/07/25 - 29/07/25 Festival: 30/07/25 - 25/08/25 Festival Strike / Get-Out: 26/08/25
Fee	£2,730.00 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	On receipt of invoice sent in advance: 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 daily changing rota with an average 6 day week during the Period of Engagement. Evening and weekend work are essential.

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.

Role description

Role	EICC Producer
Department	Industry Services
Line manager	General Manager
Key relationships	EICC Staff, Programming Department, Technical Department

Summary

The **EICC Producer** acts as the link between the Pleasance management team, its artists and the team at the Edinburgh International Conference Centre ("EICC"), which plays host to some 30 productions as part of the Pleasance programme during the Fringe.

Stationed at the EICC, they are responsible for making all performing companies feel welcome and part of the Pleasance family. They will respond to any queries and react to situations as they arise. They maintain a constant dialogue with the Pleasance's programming team throughout the Festival, providing daily reports on activity within the building.

The EICC Producer works closely with the EICC management team, developing a good understanding of the building's front of house, box office and technical operations so that they can manage artist queries in relation to these areas effectively. At times, they may find themselves lending a helping hand to the team on the ground, assisting with busy queues, aiding production turn-arounds or answering audience queries.

Whilst the Pleasance curates artists programmed at the EICC during the Fringe, the venue's operation is managed exclusively by its permanent in-house team and the EICC Producer is the sole representative of the Pleasance on-site. As such, the ability to build relationships, take initiative and be self-motivated is essential.

The ideal candidate will have experience working closely with producers and artists, with no requests - big or small - being beyond them. This may suit an individual with experience in Producing, Artist Management or Stage Management, who has a broad understanding of how to best support artists and enable them to produce their best work.

Key responsibilities

- Act as the principal point of contact for all producers, artists and performing company members at Pleasance at EICC.
- Greet all visiting companies during technical rehearsals, welcoming them to the Pleasance and inducting them into the building, working closely with the EICC management team.
- Represent the Pleasance within the venue.
- Liaise with visiting company members throughout the Fringe in-person, on email and by phone, resolving any queries that arise in a timely manner.
- Liaise closely with the Pleasance programming team, ensuring that all Production activity is reported, and escalated where necessary.
- Liaise with various Pleasance departments in relation to operations at the EICC, including;
 - Box Office
 - Arts Industry Office
 - Press Office
 - Technical
- Liaise with the EICC management team, ensuring that queries relating to the venue's facilities or services are answered in a timely manner. Support in-house operations as required.
- Manage any one-off or special events at the EICC, including guestlist management.
- Produce a daily report on venue activity for the Pleasance management team.
- Ensure adequate cover is provided through the EICC management team at all times whilst not on duty and information distributed as required.

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 producers and artists, preferably within a theatre or live event setting.
- Excellent communication skills.
- Relationship management.
- Problem solving.
- Ability to work independently.
- Administrative experience.
- Personable, approachable and friendly manner.
- Resilience and calm working under pressure.
- Effective approach to diplomatically resolving challenges and identifying solutions.
- A positive attitude.

Desirable skills / experience

- Basic knowledge of technical practices in theatre.
 - Basic knowledge of Front of House and/or Box Office operations.
 - Computer literate, preferable including Google suite.
 - 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 onward: On an ongoing basis, applications are reviewed, shortlisted and candidates invited to interview. Applications are typically reviewed within 4 weeks of applying.

- June 2025: 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.

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.
