

Pleasance Theatre Trust - Role Pack

Graphic Design Assistant (Fixed Term) February 2026

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established Fringe theatres in the UK - which as a registered charity aims to discover, nurture and support artistic talent from around the world.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for presenting a programme of compelling and entertaining shows that uniquely represents the spirit of the Fringe.

Our London theatre has 3 performance spaces, whilst Pleasance Edinburgh is home to a further 33 across 3 sites with an audience of over 500,000 across 27 days.

As an educational charity the Pleasance is committed to developing opportunities to grow careers. Our team includes experienced industry professionals working proudly alongside those just starting out. Together they provide support to artists, audiences and each other.

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

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 others.
- 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

Contract type	Fixed Term
Period of engagement	27/04/26 - 12/06/26 inclusive - 3 days per week
Fee	£89.25 per day + 12.07% holiday pay
Place of work	London, United Kingdom (On-Site)
Schedule of work	3 days per week Some flexibility is offered to accommodate part-time work commitments or studies. The work schedule will be discussed at the interview stage. Standard office hours are 10:00 - 18:00 Monday - Friday
Right to work	All applicants must have the right to work in the UK.

Role description

Role	Graphic Design Assistant
Department	Marketing
Line manager	Graphic Designer
Key relationships	Head of Marketing, Social Media Assistant

Summary

The Graphic Design Assistant supports the in-house Graphic Designer during the busy production period in April, May and June. This is the time in which the majority of the Pleasance’s design assets

are produced for the Edinburgh Festival Fringe, with the creation of the Festival brochure requiring particular support.

The Graphic Design Assistant will work mainly from existing templates and design packages, collating and laying out assets in the house-style. This is an entry level position that would be most suited to a graphic design student or early career designer, looking to gain hands-on experience in a busy office environment.

The ideal candidate will be available three days a week over the 8 week period, however alternative work schedules will be considered to accommodate part-time work commitments or studies. Please indicate your availability in your application and this will be discussed at the interview stage.

Key responsibilities

Graphic Design

- Collating, editing and resizing images.
- Creating marketing assets using pre-existing templates - for example posters, digital banners and social media tiles.
- Editing and updating text documents and information packs.
- Data entry - for example entering brochure page numbers.
- Document proofing.

Personal specifications

Essential skills / experience

- Proficiency with Adobe Design Suite - particularly InDesign
- Working to deadlines
- Accuracy and attention to detail.

Desirable skills / experience

- An interest in theatre, comedy and live entertainment
- Experience working in a busy environment
- A pro-active, can-do attitude
- Multitasking.

Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- Applications open Monday 9th March
- Applications close Friday 20th March
- Interviews: Thursday 9th & Friday 10th April

Making an application

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

- **In Writing:** A written application can be made by emailing your CV and a cover letter explaining your suitability to the role to jobs@pleasance.co.uk with the role title and your name included in the subject line.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. 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 role title and your name included in the subject line. 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 your cover letter / suitability to the role. 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 role title and your name included in the subject line. 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 to three 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 other relevant information.

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.
