



SPACE UK

EDINBURGH FESTIVAL FRINGE

Work For Us
2024



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An experience like no other!

It's a cliché but it definitely applies: The Fringe is an experience like no other! We produce the widest programme at the largest arts festival in the world and as part of our team, you'll get to help us transform empty buildings into thriving, bustling Fringe spaces and be part of the warmest family in town.

Our spaces have become widely recognised as the home of award-winning theatre and new work at the Edinburgh Festival Fringe. We host the most diverse programme at the Festival, offering an array of new writing, theatre, dance, music, children's and family shows, comedy, drama, sketch, cabaret, opera, a capella, exhibitions, events and stand-up comedy shows. Our passion is relentless and our expertise is extensive.

Our team make this possible. What started as a small group of friends in a church hall back in 1995 is now a friendly community of

dedicated people spending a month together hosting shows across five sites in central Edinburgh. We very much pride ourselves in offering the quality of service and attention to detail that came with the small scale operation. Our customers, whether theatre companies or members of the public, know they'll be looked after in our venues.

Every year we host work ranging from solo acts to huge choirs, professional touring groups to community ensembles. We admit 170,000 audience members to more than 4000 performances.

During the four weeks of the Fringe, you'll meet countless like-minded people in your venue, work with industry support teams in our performing companies, and many people make friends for life.



Our alumni can boast many who have gone on to major roles in the industry, from cruise ships to Glastonbury, Scottish Opera and the National Theatre Wales to the West End, from working for hire companies to national broadcasters, schools to regional theatres - even the United Nations! The Festival provides valuable experience that you can take with you in your future career.

The experience is unrivalled, incredibly unique and hugely rewarding - and we're proud that many come back to be part of our Fringe family year after year.

We very much look forward to hearing from you.

Apply via our website:
www.thespaceuk.com/about-us/work-for-us/





Venue Technician



Role summary

Wednesday 24th July to Monday 26th August 2024

Our theatres are built, maintained and operated by our team of **Venue Technicians**.

We start by building our eighteen theatres: They need seemingly endless lights, sound rigs, trusses, drapes, about a zillion miles of cabling and all sorts of other accessories from ladders to gaffer tape. Lighting, sound, staging, networking, computer systems and a lot more all go in over the course of a few days.

You'll be part of a large team poring over truss diagrams and lighting plans, unloading cases of equipment and working with our Build Managers to ensure our spaces are fully functional and ready for the arrival of our theatre companies.

Once our companies arrive at their tech rehearsal, your team, led by your Venue Manager, will welcome them into the venue. You'll help them fit their set and props into the theatres, and configure our technical rigs to accommodate their requirements.

With the rehearsals finished, the Fringe settles down into a daily routine of performances. Working as a close-knit team with your fellow technicians you'll be responsible for keeping our theatres running smoothly, leading the changeovers between shows, and fixing any problems that arise.

Another key part of our Technician role is looking after our performing companies and the their audiences. From guiding companies into and out of their theatres every day to helping the front of house team check tickets and even offering assistance to lost-looking audience members, you're our representative to the public and we expect you to be professional, polite and helpful at all times.

All good things must come to an end, and the Fringe is no exception. That's marked by our get-out: the day after our final performances is spent dismantling everything, packing hire kit back into trucks and returning our venues to the empty rooms they started out as.



Technicians

You can expect

- Training in all aspects of running our spaces; from technical to logistical, safety to service
- To learn a huge amount about how to operate a Fringe theatre
- To build relationships with your venue teammates and visiting theatre companies - some of which might become lifelong friendships
- To work as part of a multi-disciplinary team - even in a primarily technical role, we expect you to support your colleagues with audience handling and customer service
- Periods of intense work - changeovers between shows may be as little as ten minutes (including getting the audience in and out!)
- To need to think quickly; troubleshooting and working around issues
- A broad range of experience; not just technical





Ideal experience

We do not require extensive technical knowledge for this role, and will consider applications from candidates with a range of experience. However, the following skills are beneficial:

- Great interpersonal skills and proven experience of working as part of a team
- Excellent communication skills (written and verbal) - including ability to produce and maintain accurate technical setup notes
- Basic understanding of the principles of theatre electrics and sound, including the operation of lighting and sound consoles

Technicians

- An awareness of H&S regulations in a theatrical environment
- First aid qualification applicable to a theatre environment is desirable
- The ability to remain calm and work methodically yet quickly in potentially intense or time pressured situations
- Experience of working with the public is useful
- Stage or production management skills are desirable



“

I've really enjoyed my time working with theSpaceUK and have made many friends over the years; it's great to see so many familiar faces returning each year.

theSpaceUK is great at creating a strong support network for its staff, and help is always available.

theSpaceUK has the most diverse programme at the Fringe and there is a lot to be gained learning the intricacies for how to support a range of shows, from student groups coming to the Fringe for the first time through to multi-award winning Fringe veterans

There certainly isn't a dull moment!

“

Being a Venue Technician is the best way to experience the Fringe and to be a crucial part of such a wide range of performances, and you get plenty of time to explore too. With theSpaceUK you're part of a close-knit team who love what we do, and the performing companies really do appreciate that, or they wouldn't keep coming back!

I can't recommend it enough to anyone who enjoys tech, people, epic feats of logistics, and gets a kick out of facilitating theatre.

In three words: immersive, intense, addictive!

”

”

Simon B

Adam K



“

I became part of theSpace family as a Venue Technician in 2013 and have never looked back.

I gained so much experience in teamwork, technical skills and self management, all the while having an amazing time meeting a wide variety of new people, seeing dozens of shows, and really feeling part of the festival.

Ten Fringes later I still get the same enjoyment from being part of the family and contributing to the Fringe experience of visiting companies and friends alike.

I really cannot think of anywhere better to be than at the Edinburgh Fringe with theSpaceUK.

”

Matt E



Caroline S



“

Working for theSpaceUK is like heading out on an adventure with my family.

It's hard work at times but you are all in the same boat and support every single person within the technical team.

You meet hundreds of artists and make lifetime friends.

There is a reason I return to work with theSpaceUK every year.

”



Front of House Assistant



Role summary

Tuesday 30th July to Sunday 25th August 2024

Our team of **Front of House Assistants** are the first faces our audiences see upon entering our venues.

You and your team will be responsible for audience management and ticket checking. You'll also meet the companies performing in our venues, helping to bring them in and out of their spaces daily.

We also run a small box office operation in some venues so you may be selling tickets and advising customers on similar shows they may enjoy.

During downtime between performances, you'll help keep the front of house areas neat, tidy, appropriately furnished with flyers and posters and generally all looking ready to welcome the next audience in.

At the end of the Fringe you'll help our Venue Technicians with the get-out, closing up the box office, and generally returning the areas back to the empty rooms they started out as.

Our team last Fringe said:

Not a week has gone by since last August where I haven't missed working at the Fringe! I learnt an incredible amount about customer service as a Front of House Assistant last year and wholly enjoyed the experience. I loved working with like-minded people and am so happy to call those colleagues friends now.



Front of House You can expect

- To work in a fast-paced customer-serving position; your team is the first that customers see upon entering our venues
- To draw on your own interest in theatre and the Fringe to offer advice to customers and companies on other shows to see
- Training in all aspects of your role, including the operation of our in-house ticketing software and credit card facilities if applicable to your venue
- To learn a huge amount about how to operate a Fringe theatre
- To build relationships with your venue teammates and visiting theatre companies - some of which might become lifelong friendships
- Periods of intense work - the final minutes before a performance starts can be hectic
- A daily routine driven by the demands and requirements of our performing companies





Ideal experience

Front of House

We do not require extensive experience for this role, however the following skills are beneficial:

- Great interpersonal skills and proven experience of working as part of a team
- An interest in theatre and the performing arts
- Excellent verbal communication skills
- Experience of working in customer service or retail
- The ability to remain calm and work methodically yet quickly in potentially intense or time pressured situations
- First aid qualification is desirable



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I started with theSpaceUK fresh out of uni because it seemed like a good way to gain experience in the arts whilst still having fun at the festival. I return year after year because it's so much fun and more like a family than a company.

I'd recommend it to absolutely everyone, an incredible festival in an amazing city and an experience you'll never forget!

”

Ruairidh B



“

I signed up to working at theSpaceUK because I love the Fringe and I wanted to gain experience in different work areas.

In my first year, I worked as a Box Office Manager and, in my second year, I worked in Press and Marketing.

I would really recommend the experience - I don't know why I never thought of doing it earlier.

Working at theSpaceUK meant I saw more shows than I've ever seen before and I met some great people who I now look forward to seeing each summer.

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Jen M





Press Officer

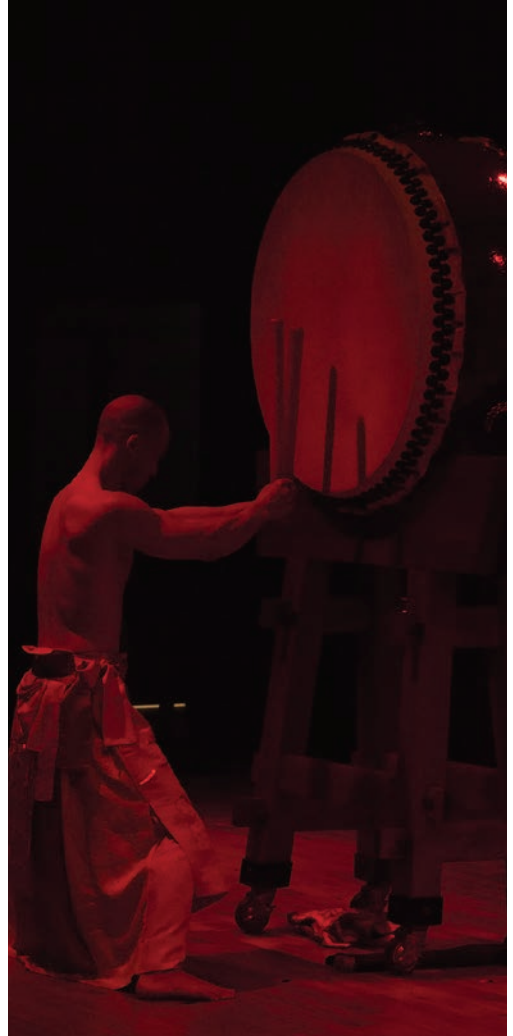


Role summary

Monday 29th July to Sunday 25th August 2023

The Press Office is always a hub of activity throughout the Fringe, and it follows that our team of **Press Officers** is kept very busy running it! One minute it's booking a press ticket, the next arranging a BBC interview or organising a marketing event. Expect a whirlwind month at the heart of the largest venue at the Fringe.

We run a dedicated Press Office to promote the venue, advise companies on their press and marketing operations and field enquiries from external media. We tackle everything from fielding questions to scouring outlets for reviews of our 350+ shows to writing press releases and staging our own launch event.



Press Officer

You can expect

- Training in all aspects of the press operation at a major Edinburgh Fringe venue
- To meet and advise the hundreds of companies and thousands of people who are performing with us
- To prepare daily summary reports and press releases for distribution both internally and externally
- To help deliver a Social Media Campaign
- To build and develop relationships with Edinburgh Fringe journalists
- To understand what makes a successful media & marketing campaign for both companies and venues





Ideal experience

This role is best suited to candidates with a strong interest in the performing arts and a desire to meet and help others in the same field. Particular skills we're on the lookout for include:

- Great interpersonal skills and proven experience of working as part of a team

Press Officer

- A strong interest in theatre and the performing arts
- Excellent verbal and written communication skills
- A familiarisation with basic word processing, spreadsheet and page layout programs



What we offer

We offer an hourly rate in excess of both the UK Government's National Living Wage and Living Wage Scotland's real Living Wage.

Our roles are paid positions as follows:

- Hourly rate of **£12.00**.
- You will work a shift pattern which will vary by week and by venue and may start early or finish late, but we do not work overnight.
- Shifts are typically between 6 and 8 working hours per day but this is dependant on the duration of shows in your venue. You'll get breaks within these shifts.
- We offer a minimum of 11 hours off between shifts and you also get 2 full days off within each 2 week period worked.
- For the Venue Technicians only, shifts during the get-in and get-out are typically 9 hours per day. The Front of House and Press Officer roles do not cover the get-in period.
- Overtime may be available by mutual agreement in advance but again this is dependent on venue bookings and any need to cover for other staff absences.
- We do not require you to opt out of the Working Time Directive.



Apply today!

Other benefits include:

- Your Space Pass (ID card) provides free entry to unlimited shows at our venues - after paying audience are admitted - and discounts at our bars and local restaurants.
- We arrange regular company social nights during the Fringe; late-night opportunities to unwind with your colleagues. Relax with a drink or two while we provide the tunes. Aside from that, the Fringe is a infectious social place, and there is plenty of opportunity for enjoyment with your colleagues, visiting companies and friends.
- Our venues are busy places, there's a lot happening every day from company questions to technical problems and everything in between. It is a unique environment in which to develop your knowledge, make new friends and forge new professional relationships, meet loads of like-minded people and, above all, have fun while you're doing it.

Don't just take our word for it. Apply today!

Simply apply via our **online application form** (link below). Our recruitment team will be in touch, offering phone interviews for all short-listed candidates.

We operate a rolling recruitment programme so it's never too late to apply, even if it's merely days before the Fringe starts.

www.thespaceuk.com/about-us/work-for-us/



Contact Us



Recruitment Team

Applications need to be made via our website at www.thespaceuk.com.

For other enquiries, contact Jules in our recruitment team on **0131 510 8749** or by email at crewchief@thespaceuk.com.

For any general enquires relating to theSpaceUK, our recruitment or pay policies, please email Charles at charles@thespaceuk.com.

Production Team Blog

Way back in 2019 (no, we hardly remember then, either) we started blogging about all sorts of topics to do with putting theSpaceUK's metaphorical show on the road. We took readers through all sorts of fascinating behind the scenes aspects of the Fringe - though we're not an impartial judge! We'll be posting more in 2024 but there's already plenty to read.

Take a look: <https://www.thespaceuk.com/production-blog/>

X

The Production Team is also on X [@thespaceuk_tech](https://twitter.com/thespaceuk_tech) - often seen lurking by the dimmers tweeting out photos of cables and plugs and stuff.

Also a venerable mention to [@thespaceuk](https://twitter.com/thespaceuk), our press and marketing voice.





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