

Edinburgh job : Friends of the Fringe Assistant

A temporary job but one which would have a real impact on your CV. The advert is as follows:-

Closing date: 12:00 Friday 18 March 2011

Interview Dates: Thursday 24 March 2011

Start Dates: As soon as possible, depending on the successful applicant.

Roles and responsibilities

The successful candidate will perform a wide range of duties, including but not limited to:

- *Processing applications, including all payments, for Friends of the Fringe subscriptions*
- *Responding to enquiries from Friends of the Fringe*
- *Pro-actively promoting the Friends of the Fringe scheme*
- *Producing regular and timely communications to Friends, including e-bulletins and the Fringe programme*
- *Setting up the Friends of the Fringe Hut, including all furniture and equipment, to create a warm and welcoming atmosphere for Friends during the Fringe*
- *Organising the Friends' party for Close and Best Friends of the Fringe*
- *Troubleshooting any issues relating to Friends and their membership, alongside the box office staff and the Fundraising Manager*

Read the [whole advert here](#).