

# Edinburgh job – Fringe Central & Events Manager

This is [advertised](#) as a temporary job – and there is a very long job description as follows:-

## *FRINGE CENTRAL & EVENTS MANAGER (TEMP)*

### *Roles and responsibilities*

*In this role you will need the confidence and patience to deal with hundreds of performers and participants on a daily basis in a fast-paced and hectic environment. The successful candidate will perform a wide range of duties, including but not limited to:*

#### *\* Staffing/Human Resources*

- o Supporting recruitment of staff*
- o Managing a team of staff including Fringe Central & Events Deputy, Fringe Central Supervisor and Fringe Central Stewards in the operational management of the resource*
- o Ensuring all staff in Fringe Central including departmental offices are appropriately trained where relevant*

#### *\* Operational Management*

- o Supporting the Festival Fringe Society in realising the ambition of the resource including all associated events*
- o Managing the set-up, day to day running and exit of Fringe Central in association with staff from the Participants Services team including liaising with IT and Box Office, the venue landlord and all key stakeholders*
- o Management of resources for staff and users of Fringe Central, including office configuration email, Internet and fax services in partnership with Society IT staff*

#### *\* Sponsorship and Events*

- o Ensuring the smooth event management of the space for*

*internal and external stakeholders including pre planning and invite lists, support on the day and follow-up analysis*

- o Working with Fringe Society Sponsors to ensure that branding and corporate identity agreements are implemented in accordance with contractual agreements*
- o Managing relationships with individual event sponsors and ensuring coordination with the landlord, in house catering and stakeholders*

*\* Finance*

- o Implementing cash handling procedures*
- o Invoice management for outside events in collaboration with Society Finance staff*
- o Maintaining accurate accounts and keeping to budget*

*\* Communications*

- o Supporting the relationships between a number of stakeholders including the building landlord and Society Staff*
- o Collecting feedback and doing post event analysis on effectiveness and success of events*

**Personal specification**

- \* Proven event or venue management experience*
- \* Excellent administrator with highly developed project management skills and keen attention to detail*
- \* Possess strong logistic and operational skills*
- \* Polite and professional approach in communicating with all stakeholders*
- \* The ability to solve problems independently confidently and calmly*
- \* Familiarity with Health and Safety regulations*
- \* First aid training is desirable but not essential*
- \* A background and appreciation of theatre, comedy, music or other forms of art or entertainment is desirable*
- \* Experience of working in festivals*

## **Salary and benefits**

*The salary for this post is: £400 per week.*

*Working hours are variable between 09:00 and 20:00, six days per week. Additional evening and weekend work may be required, particularly in the run-up to and during the festival period. There is no overtime entitlement.*

*Some additional evening and weekend work may be required, particularly in the run-up to and during the festival period. Hours may be subject to change and flexibility is required.*