

Paradise Green Promotions

Programming Administrator

Terms of Employment, Job Description, Person Specification, Company Information, How To Apply

Terms of Employment

- Period:** Fixed term contract to 31st August 2019, with a possibility of extending further. To start January 2019, with training on 5th and 6th January 2019.
- Hours of Work:** Flexible by negotiation. Normally between 20 and 40 hours per week, depending on business activity. During the busiest periods hours may increase to up to 55 hours per week for a short period of time, to coincide with Fringe programming deadlines (April & May) and in the final run up to the festival (July).
- Responsible to:** Programming Directors
- Place of Work:** The post holder will work from home. Broadband internet access will be required to access the company's administration and telephone systems. The post holder must be within travelling distance of Edinburgh.
- Fee:** £8.50 per hour

Job Description

The principal tasks of the Programming Administrator are:

Programming

- Answering the company's phone during specified hours or responding promptly to voicemail messages.
- Conducting site visits with potential hirers to assist in selling the venues (this may be during evenings or weekends)
- Attending Fringe Roadshows in Edinburgh as required.
- Being the primary contact for applicant companies during the programming process.
 - Applications are submitted via the website and the Administrator will deal with preliminary questions from applicants, requests by Paradise Green for further information, offers that have been made, and following up on these offers. This will be mostly by phone and email.
 - Making offers to prospective companies and agreeing hire fee.
 - Monitoring where each company is in the application and programming process, and following up with them (or escalating to Directors) when anything is overdue.
 - Maintaining regular communication with programmed companies.
 - Assisting with contracts and related documents once offers have been accepted.
- Assisting with registration of shows on Edfringeware.com
- Reviewing the programme for practical considerations (eg staffing and queue management clashes) and making adjustments as required.
- Maintaining records of requests made by performers in an organised way.

Other Administrative Tasks

- Requesting and collecting marketing copy and images from companies.
- Working with the Technical Directors to obtain technical information from companies and tracking any subhires of equipment / technical personnel.
- Ensuring invoices are raised and chased appropriately (with use of Xero).
- Assisting with year-round hires of the Vault, including:
 - Maintaining the Vault calendar.
 - Issuing contracts.
 - Arranging access to the Vault venue for hirers (including key handover).
 - Being available if issues arise while the hirers are in the building.
 - Tidying and resetting equipment in the Vault after hires have happened.
- Running a tele-sales box office (Red61 VIA) in the run up to the festival.
- Assisting with communications to Paradise Green volunteer staff.
- Attending venue manager meetings and representing Paradise Green.
- Preparing paperwork and being based in the venue at the start of the festival to hand over to Fringe volunteer staff.
- Assisting with on site Company Inductions during festival.
- Other general administrative tasks as required
 - Including applying for Theatre Licenses, Road Occupation/Scaffolding etc.
 - Researching suppliers (brochure designer, distribution etc)
 - Other tasks as advised.

Person Specification

The successful candidate must:

- Be organised and methodical and maintain a detailed to do list
- Have a pleasant and business-like telephone manner
- Be a keen learner and able to develop on the job
- Be able to work unsupervised for much of the time and resolve problems independently
- Be willing to ask the directors for information required and to make key decisions
- Have excellent IT literacy skills, including email, web, word processing and spreadsheets
- Have an interest in performance and / or festivals
- Be flexible and able to work appropriate hours in line with varied workload

The successful candidate may also:

- Have some experience in running a theatre or a theatrical group or the operation of festivals.
- Have previous experience of scheduling/programming (in any context).
- Have previous experience of a box office system.
- Have basic technical knowledge.

Full training will be provided in these areas to the successful candidate.

Company Information

Paradise Green is a company limited by guarantee (i.e. a non-profit company), which exists for the purpose of running theatre venues at the Edinburgh Festival Fringe. It was founded in 1997, though the founders had been involved in running venues since 1995. In 2007, we built one of our venues (The Vault) as a permanent theatre, and we have been building its programme as a year-round venue available for hire.

Almost all the people who work for Paradise Green, both at the festival and through the year, are unpaid volunteers: this includes the directors. However we have found that the period from January to July, when our programme is being arranged, cannot be satisfactorily run without a full-time employee, both to manage the workload and to provide continuity in communications with the companies that apply to be on our programme. In 2016 we expanded this role to year-round, which we may consider doing again in 2018.

How To Apply

Submit a declaration of interest, including a CV and cover letter by email to recruitment@paradise-green.co.uk.

Please feel free to contact us using this email address if you have any questions prior to applying.

The closing date for applications is **30th November 2018**.

Interviews will be **Saturday 8th December and Sunday 9th December** in Edinburgh.

Training will be **Saturday 5th and Sunday 6th January 2019** in Edinburgh.