



JOB DESCRIPTION

Job Title: Press Cuttings Officer

Responsible To: Press Manager

Start Date: 31 July 2017

End Date: 1 September 2017

Salary: £350/week

Basic Job Outline...

The Press Cuttings Assistant will be responsible for monitoring, logging and archiving all online and print press coverage for the Gilded Balloon and all of its shows. They will also manage the Gilded Balloon's review boards, ensuring they are kept up to date by maintaining them throughout the festival. The Press Cuttings Assistant will also provide support to all Gilded Balloon shows as required.

The Press Cuttings Assistant will be line managed by the Press Manager.

About Gilded Balloon...

The Gilded Balloon is one of Scotland's leading entertainment venues with the best of live entertainment. As one of the four largest venues at the Edinburgh Festival Fringe, the Gilded Balloon is respected internationally for presenting a stunning annual showcase of theatre, comedy and cabaret.

The Gilded Balloon's Artistic Director, Karen Koren, started the company in 1986 and in 2015 they celebrated their 30th appearance at the Edinburgh Festival Fringe. Gilded Balloon is a family, with many staff returning to join the family fun every year!

Key Responsibilities...

- Monitoring, logging and archiving all online and printed press coverage for the Gilded Balloon and all of its shows.
- Monitoring, logging and archiving all online and printed advertising for Gilded Balloon productions & co-productions.
- Updating and maintaining all Gilded Balloon venue review boards on a daily basis.
- Creating and printing flashes for posters and flyers for all Gilded Balloon productions and co-productions.
- Coordinate and collect relevant newspapers and magazines on a daily basis.
- Provide printing and cuttings support to all Gilded Balloon shows as required.
- Provide support to the entire press and marketing team on ad hoc tasks when required.

What we are looking for...

Proficient computer skills in particular using Word, Outlook and Excel software.

A keen eye for detail with good proofreading skills.

Excellent communication and relationship management skills.

Show initiative when working individually and as part of the GB family.

www.gildedballoon.co.uk



A passion for the arts industry, with a positive and proactive work ethic.
A flexible, organised and reliable approach to work.

In addition to the above, it would be nice to have...

Experience in press, public relations or publicity at a fringe festival.
Knowledge and understanding of fringe festivals from around the world.
Proficient using both Mac and PC computers.
A sense of humour...

How to Apply...

Please send a cover email and your CV to Katy Koren - katy@gildedballoon.co.uk by Monday 2nd May. Make sure to use 'Press Manager Job Application' as the subject line.