



JOB DESCRIPTION

Job Title: Comedy Producer

Responsible To: Fringe Project Producers & Artistic Directors

Location: Based on site across Gilded Balloon's Fringe venues

Contract Type: Freelance Contract

Fee: £3500 total fee paid weekly across the contract event period

Contract Period: 18th July – 2nd September

Terms: Hours will vary and are flexible to enable you to be able to fulfil this role effectively. You'll be required to manage the show from roughly 23:00 – 01:30 nightly along with other one-off shows, meetings and events as required. A schedule of work will be agreed in advance of the start date with appropriate days off and other requirements outlined in advance of your start date.

Basic Job Outline...

The role offers the opportunity to produce Gilded Balloon's legendary headline show, Late'n'Live throughout the Edinburgh Festival Fringe. As well as working closely with Directors to deliver this show, you'll also support them with other GB productions and work alongside all departments to ensure the shows run smoothly and the artists performing have a fabulous time taking part in our shows.

About Gilded Balloon...

Gilded Balloon is Scotland's longest running producer of live comedy and one of the best loved venues at the Edinburgh Festival Fringe. Gilded Balloon programme not only the best live comedy but also the very best theatre, cabaret, and music at the Fringe as well as year-round in Edinburgh and across Scotland.

The Gilded Balloon's Artistic Director, Karen Koren, started the company in 1986 and in 2015 celebrated the 30th appearance at the Edinburgh Festival Fringe. Gilded Balloon is a family-run organization, and prides itself on relationship-building with staff and artists alike, with many returning to join the family every year!

Key Responsibilities

Manage Late'n'Live, Gilded Balloon legendary headline show from 4 – 29th August, duties include but are not limited to...

Ahead of the Festival:

- Working with Directors to book the remaining performers into final slots
- Sending out act confirmations with full gig details to performers in July
- Creating show running orders and liaising with venue/production crew on performer tech requirements
- Arrange for show riders as required and in line with allocated budgets

During the Festival:

- Operating as the main point of call for all Late'n'Live enquiries
- Filling line up gaps, and managing last minute replacements if artists drop out
- Working as the main point of call that Artists, Technicians, and Venue Managers for all Late'n'Live queries
- Working closely with venue production crews to manage the show nightly; ensuring acts are well looked after and the show runs to time smoothly



- Working as the main link between artists and venue teams; communicating issues promptly as they arise
- Ensuring performers have the best gig possible communicating any audience issues with the venue teams
- Managing reconciliation of performer invoices, chasing up invoices so acts are paid promptly during the festival
- Liaising with marketing, box office and promotions team to boost sales as required

Other producing responsibilities:

- Produce other less regular GB productions such as Leith Social and So You Think You're Funny? alongside Directors as required
- Supporting the venues teams with the get in and out of the venues as appropriate.
- Support other departments as required and attend regular meetings to update departments on GB productions

What we are looking for...

- At least two-years' experience in producing and running comedy shows particularly mixed bill or line-up shows
- An understanding and passion for the UK comedy scene with a flair for booking diverse and complementary performers on shows
- An understanding of, and previous relationships with established live comedy acts as well as knowledge of new emerging talent in the industry that would be suitable for our shows
- Show initiative when working individually and as part of team GB
- A flexible, organised, and reliable approach to work with excellent verbal and written communication skills
- Proficient IT skills - ideally including G-Suite and Excel
- Confident, friendly approach to working with a wide range of people

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

- Previous experience of producing shows at an arts festival
- A passion for live comedy with a positive and proactive work ethic
- Knowledge of the Red61 - VIA ticketing system
- A full clean driving license
- And of course, a sense of humour is always good too

How to Apply...

To apply for this role, please send your CV and a short covering letter to katy@gildedballoon.co.uk. Please use the subject line 'Comedy Producer Application'.

In addition to your application, please also complete our Equal Opportunities Monitoring Form [here](#).

General Recruitment Information

- All post holders will be issued a contract/agreement to sign prior to beginning work with us
- Applicants must be 18+ and have legal right to work in the UK
- All post holders will be given training and inductions relevant to their role
- Days off will be scheduled according to Director's or other managers availability to cover shows. A schedule of work will be agreed by both parties before the contract start.



- All posts will be expected to work out of office hours for key events and additional hours as required to carry out the role responsibilities during busy event periods.
- Hours will vary each week of the contract. The weekly requirement will not exceed 48 hours on average over the contract length and due to varying hours throughout the contract a schedule of required hours will be agreed by both parties in advance of your start date.
- Interviews will take place on Zoom in May
- Gilded Balloon is an equal opportunities provider and encourages applicants from diverse backgrounds. Please get in touch if you would like a copy of our Equality, Diversity and Inclusion Policy.