



## **JOB DESCRIPTION**

**Job Title:** Operations Co-Ordinator

**Reports To:** Production Manager & Fringe Project Producer

**Based at:** GB head office, GB Fringe Venues with flexibility for home/remote working except during event periods

**Contract type:** Contract

**Contract Dates:** 23 May – 9 September

**Salary:** £400/week from 23 May to 10 July 2022 | £550/week from 11 July to 9 Sept 2022

**Terms:** Hours will vary depending on the project period - usual working weeks in the annual cycle will require 35 hours per week and during the Festival Fringe build, event period (25 July-4 Sept) it is expected that hours required will increase. The weekly requirement will not exceed 48 hours on average over the contract length.

### **Context**

Gilded Balloon is one of Scotland's leading producers of live comedy and entertainment. The company started in 1986 and has been producing shows and operating venues at the Edinburgh Festival Fringe and year-round in Edinburgh ever since.

### **About the Role**

The Operations Coordinator sits between the Fringe Project Producer and the Production Manager and supports with administrative tasks, as well as co-ordinating operational and technical resources. The primary purpose of the Operations Coordinator is to assist in all areas of technical planning and operations with a strong focus on technical scheduling, staff rostering, and internal communication strategies.

***Tasks include but are not limited to...***

### **Communication & Scheduling**

- Maintain an accurate and up to date schedule of activities & operations for all Gilded Balloon venues and areas relevant to the department, alongside Production Manager
- Support the Production Manager in compiling the technical rehearsal schedule as well as general communication with visiting companies regarding their rehearsal and get in schedule
- Ensure the effective distribution of the schedule to all technical staff and relevant Gilded Balloon Staff

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- Alongside Gilded Balloon Management, liaise with departments including but not limited to Programming and Marketing for contributions to the schedule
- In conjunction with the Production Manager produce, manage, and distribute documents for reportage from Gilded Balloon Stage Managers and other Gilded Balloon Managed Venue Staff and Contractors
- Managing generic email inboxes in the run up and during the festival, as required by the Fringe Project Producer or Production Manager

### **Operations & Delivery**

- Support the research, planning and delivery of the technical elements of Gilded Balloon produced sites, venues, programs, events, and other activities
- When required, liaise with external suppliers to ensure all equipment arrives and is returned on time
- In delivery periods, assist in relevant areas of venue operations including purchasing of minor venue equipment and other ad-hoc tasks
- Keep detailed and accurate financial reports to present to the Technical Manager of any expenditure and petty cash reconciliations
- Ensure that the proper approvals process has been implemented before any expenditure is made

### **Team and Development**

- Assist the Fringe Project Producer with recruitment administration
- Participate in internal and external feedback systems across planning, operations and debrief

### **Health & Safety**

- Support Production Manager and Fringe Project Producer to ensure that the highest levels of OH&S are met during pre-production, bump in, operations and bump out
- Produce and maintain Health & Safety records relevant to technical operations as required

### **Other Duties**

- Undertake any other duties assigned by Gilded Balloon, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role

### **What we are looking for...**

- Demonstrated experience in a producing, project or events management and operations in a Festival context.
- Demonstrated knowledge and awareness of the performing arts sector on a national and/or international level.
- Demonstrated knowledge of building schedules or rostering
- Previous experience in a Fringe and/or Festival environment is highly desirable.
- Experience of detail-oriented administrative work
- Ability to deliver in high pressure environment and prioritize competing deadlines

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- Understanding of technical resources

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

- Microsoft Office and G-Suite experience
- A clean driving licence
- Ability to work both independently and as part of a large team
- A passion for the arts industry
- And, of course, a sense of humour

**How to Apply...**

To apply for this role, please send your CV and a cover letter no longer than a page to [flick@gildedballoon.co.uk](mailto:flick@gildedballoon.co.uk). Please use 'Operations Co-ordinator' as the subject line.

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.
- 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.
- All post holders will be given training and inductions relevant to their role.
- We expect a high volume of applications for this role and advise applicants to apply sooner rather than later.
- Interviews will take place online.
- We are unable to contribute to accommodation, living and travel expenses.
- 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.