



POSITION: Technician – Fixed Term Contract
LOCATION: Gilded Balloon, various sites as directed by the Production Manager
TERM: Contract
START DATE: Monday 25th July 2022
END DATE: Friday 2nd September 2022

ORGANISATIONAL CONTEXT

Gilded Balloon was established in 1986 and is now one of the largest and most well-known venues at the Edinburgh Festival Fringe. Gilded Balloon has experienced a dramatic evolution from its modest origins of one studio theatre with seven shows per day in 1986, to operating 21 spaces across 5 venues, with over 200 shows per day in 2019. The Gilded Balloon's position as a premier venue is based on intriguing, imaginative, adventurous and international programming covering exciting dance and physical theatre, spine chilling plays and challenging drama, children's shows. The venue's reputation however comes from promoting, supporting and nurturing comedy, presenting the cream of stand up, improvisation and character comedy.

Gilded Balloon venues operate inside Teviot Row House, the National Museum of Scotland and Adam House.

Edinburgh Festival Fringe 2022 runs from Friday 5th August July to Monday 29th August (previews on the 3rd & 4th August)

1. POSITION SUMMARY

Working alongside other venue technicians to ensure the smooth technical installation, operation and deinstallation of all Gilded Balloon managed temporary venues. Gilded Balloon have 17 temporary venues across 3 locations in Edinburgh.

2. KEY RESPONSIBILITIES

- Provide production support for Gilded Balloon presented events, activities, programs and events.
- Provide technical support to help deliver Gilded Balloon presented events; including operation of sound and lighting equipment and assisting in stage management.
- Understand and comply with all Gilded Balloon policies and procedures, ensure all safety regulations are followed and safe working practices are followed.
- Become familiar with the emergency procedures for the site(s) you are working on.
- Assist with the build, bump in and bump out of all Gilded Balloon Edinburgh Fringe sites.
- Run the scheduled technical rehearsals in your venue
- Create cue sheets for each show that requires them as well as create show notes for anything tricky or peculiar for each show in your venue.



- Write a power up and power down procedure for your venue to assist the people covering you on your days off or late mornings.
- Keep the onstage, backstage and operating positing of your venue tidy and clean.
- Submit show reports each for each show detailing information about running times and any issues.
- Work alongside the front of house operators in your venue to ensure speedy turnarounds.

3. SELECTION CRITERIA

- Demonstrated professional experience, knowledge and skills in production for performing arts.
- Proven professional experience in a technical production discipline i.e lighting, sound, stage manager, staging, AV and rigging.
- Demonstrated experience working as production crew, or working as a part of a team on a large major event or festival.
- A tertiary qualification in technical production will be looked upon favourably.
- Ability to interact, liaise, negotiate and communicate effectively with a broad range of people, both internal and external to the organisation in a professional and ethical manner.
- Be physically fit and able to carry out the demands of the position. There are a lot of heavy items to be carried up a lot of stairs. To fit the bill for this role you must be fit and healthy.
- Ability to work effectively both independently and as part of a team.
- Reliable and punctual
- Ability to cope with pressure situations and competing deadlines.
- A positive and enthusiastic attitude with a commitment to the arts.
- Excellent attention to detail.
- Self-reliant and self-motivated.
- Patient, amiable and good humoured.

4. APPLICATION PROCESS

Please submit a resume and brief cover letter addressing the above responsibilities and criteria to the production team at production@gildedballoon.co.uk.