



Position Description

Technical Site Manager

POSITION: Technical Site Manager

RESPONSIBLE TO: Production Manager

WORKS ALONGSIDE: Venue Manager, Front of House Manager, Bar Manager, Box Office Manager

RESPONSIBLE FOR: Venue Technicians, roving technicians, venue cover rovers.

LOCATION: Gilded Balloon, various sites as directed by the Production Manager

TERM: Fixed Term Contract (July – Sept)

START DATE: Monday 11th July 2022

END DATE: Friday 2nd September 2022

FEE: £750p/w

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

As Technical Site Manager, you will work alongside the Production Manager to manage Gilded Balloon's technical team and installation at a designated hub venue. You'll be responsible for liaising with existing suppliers to ensure visiting company needs are met and manage the installation and running of stage, lighting, sound and vision for each venue contained within the hub. You'll also be responsible for training of staff as required and troubleshooting technical issues at all of our venues.

2. KEY RESPONSIBILITIES

- Work as a member of the production team to carry out the company goal of providing technically smooth and safe running venues.



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- Liaise with the hire companies and onsite supplier support services with equipment hires for Gilded Balloon venues.
- Liaising with incoming companies to ensure their equipment is up to standards and safe/legal to use.
- Provide a high level of customer service to our presenting productions.
- Run a crew of 20+ members for the install and de-rig of Gilded Balloon venues.
- Assist the Production Manager in ensuring Gilded Balloon venues pass all Edinburgh Fringe safety requirements.
- Alongside the Production Manager, ensure that all sound, lighting, vision and staging equipment is installed and setup in a proper and safe manner.
- Hanging and focusing to plans as well as setup and dismantling of technical equipment.
- Inspect and maintain all lighting and sound equipment, systems and accessories.
- Operate chain motors and assisting with rigging may be required.
- Assist with setup and tear down of all show equipment.
- Maintain a safe working environment always by conforming to all established safety policies and procedures.
- Report all accidents/incidents immediately to the Production Manager.
- Help in maintaining cleanliness of the stage and backstage areas.
- Carry out various sundry tasks requested by the Production Manager and/or Artistic Director which may be outside the scope of installation activities.
- Ensure that internal communications are as efficient as possible and contribute to the overall effectiveness of the technical team.
- Oversee and assist Gilded Balloon crew members in the daily tasks of running their venues.
- Review daily show reports submitted by venue technicians.
- Provide a daily report for the technical running of the venue.
- Provide documentation for production and technical elements towards the end of the festival.

3. SELECTION CRITERIA

- At least three years' experience in operating sound and lights and of sound or lighting design in a temporary venue or festivals.
- Proficient technical and production knowledge, understanding and abilities.
- Proficient skills in rigging and operating sound and lights as well as understanding staging and vision equipment in a temporary venue environment.
- Ability to interact, liaise, negotiate and communicate with a broad range of people, both internal and external to an organisation in a professional and ethical manner.
- Previous experience of training and management of a technical team with good communication and motivational skills.
- Excellent organizational, time management and problem-solving skills.



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- Ability to set and meet deadlines and cope with high pressure situations.
- Self-reliant and self-motivated with an ability to work effectively independently and as part of a team.
- Strong IT proficiency and an ability to learn new software & systems. Understanding of Google Suite systems will be helpful.
- A flexible, organised and reliable approach to work.
- Prior experience in a Fringe Festival is favoured, but not necessary.
- Patient, amiable and good-humoured.

4. APPLICATION PROCESS

Please submit a resume and cover letter addressing the above responsibilities and criteria to the production team at production@gildedballoon.co.uk. Applications close on the 6th June 2022.