



JOB DESCRIPTION TECHNICIAN - FRINGE 2024

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| JOB TITLE: | Technician – Fixed Term Contract |
| REPORTS TO: | Production Manager, Technical Manager |
| RESPONSIBLE FOR: | N/A |
| LOCATION(S): | GB Venues |
| CONTRACT: | Freelancer or fixed-term contract |
| ENGAGEMENT PERIOD: | Between 10th & 24th July until 2nd Sept |
| FEE: | Between £550 & £650 paid weekly depending on experience |

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. In 2024 we will return to the festival to operate two main venue hubs: Patter House, which hosts 10 performance spaces alongside a bar and events space, and the Auditorium in the world-renowned National Museum of Scotland, with its own bar and outdoor seating area. Each year our programme highlights the very best in comedy, theatre, music, drag and more, attracting audiences from all over the world.

Edinburgh Festival Fringe 2024 runs from Friday 2nd August to Monday 26th August (previews from the 31st July)

About the role

Working alongside other venue technicians to ensure the smooth technical installation, operation and deinstallation of all Gilded Balloon managed temporary venues. Gilded Balloon has 11 temporary venues across 2 locations in Edinburgh.

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 ,AV 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 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.

What we are looking for...

- Demonstrated professional experience working in a venue or festival environment.
- Proven professional or academic experience in a technical production discipline i.e lighting, sound, stage manager, staging, AV and rigging.
- Demonstrated experience working as part of a larger team..

- 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.
- Excellent attention to detail.
- Self-reliant and self-motivated.
- Patient, amiable and good humoured.

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

- A tertiary qualification in technical production will be looked upon favourably.
- A passion for comedy, theatre, cabaret and music.
- Interest in new emerging trends and pushing boundaries.
- Proficient IT skills using both Mac and PC computers.
- And of course, a sense of humour...

How to Apply...

Please submit a resume and brief cover letter addressing the above responsibilities and criteria to the production team at production@gildedballoon.co.uk. 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 for services and assignment confirmation note to sign prior to beginning work.
- Applicants must be 18+ and have legal right to work in the UK.
- All posts will be expected to work out of office hours for key event periods.
- 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.
- 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.