



## JOB DESCRIPTION

**Job Title:** Late'n'Live Production Coordinator

**Reports To:** General Manager and Artistic Directors

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

**Contract type:** Fixed Term Contract

**Date:** July - August 2025

**Rate:** £14.50 p/h

**Terms:** Hours are flexible and not fixed, a schedule of hours will be agreed in advance. During the festival event period hours will increase to a maximum of 42 hours per week.

### 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 focus of this role is to manage Gilded Balloon's flagship comedy show Late'n'Live and provide support to the other in-house shows and co-productions in our Fringe 2025 programme. Pre-festival duties will include liaising with performers and producers in advance of their arrival on site, and supporting Directors with mixed bill programming and scheduling. During the festival the role will involve attending technical rehearsals, troubleshooting production and tech issues, working with the wider management team to find solutions, reporting, and any other tasks required to ensure the smooth and successful running of the fringe season.

### Duties include:

- Operating as the main point of call for all performers, technicians, and venue managers for all Late'n'Live queries.
- Sending out artist confirmations with full gig details in advance of each show.
- Ensure that, to the best of your ability, artists have a positive, enjoyable experience taking part in one of Gilded Balloon's headline shows each night working with performers to support their ambitions for their sets as appropriate.
- Supporting the Co-productions Manager and General Manager in the creation of a schedule to ensure there is a producer present for every show.
- Supporting the Directors and Co-Productions Manager to fill line up gaps and managing last minute replacements if artists drop out.
- 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 sales team to boost sales as required.
- Supporting other GB productions such as 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.
- Providing support to other departments as required and attending regular meetings to update departments on GB productions.



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

- Experience of assistant producing or promoting of comedy and theatre productions or events.
- Experience of working at the Edinburgh Fringe or similar arts and cultural festivals.
- Experience managing relationships with comedians or other artists, directors/collaborators, agents/managers, venues, ticketing agencies, and/or other relevant partners.
- Excellent organisational, time management and problem-solving skills.
- 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.
- Ability to balance multiple priorities and work on multiple projects simultaneously.
- Strong budget management, administration, and IT skills, including detailed knowledge of Google Drive, Docs and Sheets.
- A flexible, organised and reliable approach to work.

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

- Passion and enthusiasm for the comedy and entertainment industry.
- Interest and passion for supporting emerging and established performers and artists to achieve their performance goals and ambitions.
- Knowledge and understanding of the wider UK and International Comedy industries with your own established network.
- Familiarity with Red61 and creating custom ticketing reports.
- Experience in using and operating shows with Qlab.
- A clean UK driver's licence and confidence in driving with passengers on longer journeys.
- And of course, a sense of humour...

### **How to Apply...**

To apply for this role, please send your CV and a short covering letter to [katherine@gildedballoon.co.uk](mailto:katherine@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 an employment contract 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 events and overtime as required to carry out the role responsibilities during busy event periods
- The weekly requirement will not exceed 48 hours per week during busy event periods and on average over an annual employment cycle additional hours will be limited to a 6-week event period in August
- 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