



PRESS COORDINATOR - JOB DESCRIPTION

Job Title: Press Coordinator

Reports To: PR Manager and Marketing Manager

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

Contract type: Freelance contract or Fixed Term contract

Date: June - September 2026

Contract Fee: £14.50/hour pro rata

Terms: Hours will vary depending on the project period and a schedule of work will be agreed in advance. Planning weeks will require between 14 - 35 hours per week. During the Festival Fringe event period contract hours required 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. For Fringe 2026 we are excited to return to our newly renovated venue hub, Teviot Row House as well as present a programme of shows at Patter House and the National Museum of Scotland. We produce comedy and live events year-round across Scotland, as well as our new year-round venue - The Gilded Saloon!

About the role

The Press Coordinator will be responsible for the press and media team enquiries and coordination during the Fringe planning and delivery periods. The Press Coordinator will also support the PR Manager to lead a successful PR campaign gaining publicity and coverage for Gilded Balloon productions and co-productions, assisting with media opportunities and at events. This role will work with guidance and support from the PR Manager, and closely alongside the Marketing Manager, Press Officer and assistant, to provide advice and assistance to all Gilded Balloon artists.

Key Responsibilities:

- Support the PR Manager with the PR campaign for Gilded Balloon productions & co-productions.
- Alongside the PR Manager, build, maintain, and utilise strong, effective relationships with members of the press and media, including those in national/local papers, television, and online publications, influencers and influencer talent agencies.
- Oversee the creation of press releases with the Gilded Balloon brand and company objectives in mind, working with the Marketing Manager to identify key dates in the lead up to and during the event period.
- Identify and maximise any opportunities to gain press coverage for all shows in Gilded Balloon's Fringe programme with guidance from the PR Manager.
- Support the Press Officer and other departments to coordinate filming and photography requests from press as well as other visiting companies, liaising with teams to ensure protocols are followed.
- Implement software or processes to collate and manage all media coverage of the Gilded Balloon and its shows, ensuring the Press Officer is able to report monthly or regular reports.
- Manage the Press Officer to oversee the press tickets and cuttings processes for Gilded Balloon and all of its shows.
- Act as a main point of contact in the press team for artists and their PR's enabling them to generate their own coverage in the media with the broad aim of increasing ticket sales for all shows.
- Proactively see all Gilded Balloon productions and co-productions at previews, WIPs or early on in the Fringe, in order to support, sell and identify unique opportunities for each.



- Support the PR Manager in managing the media list for Gilded Balloon's Press Launch and support Gilded Balloon artists to maximise the opportunity.
- Be available for regular management meetings, reporting on coverage and PR opportunities.

What we are looking for...

- At least 2 years' experience in press, public relations or publicity in the arts, festival or live entertainment sector.
- Knowledge and understanding of how to proactively pitch shows or events to relevant media outlets.
- Knowledge and understanding of troubleshooting issues of artists and PRs and the ability to problem-solve creatively.
- Knowledge of press tracking, cuttings and ticketing processes.
- A keen eye for detail with excellent copywriting and proofreading skills.
- Excellent communication and relationship management skills.
- Proficient computer skills in particular using Word, Outlook and Excel software.
- Show initiative when working individually and as part of the wider team.
- A passion for the arts and entertainment industry, with a positive and proactive work ethic.
- An organised and reliable approach to work.
- Available to work a variety of hours including evening and weekends (particularly in the run up and during the Festival).

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

- Knowledge and understanding of Adobe software.
- Knowledge and understanding from other fringe festivals around the world.
- Proficient using both Mac and PC computers.
- 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...

Deadline for applications 12pm, Friday 10th April 2026

How to Apply...

To apply for this role, please send your CV and a short covering letter to marketing@gildedballoon.co.uk. Please use the subject line 'Press Coordinator'. In addition to your application, please also complete our Equal Opportunities Monitoring Form [here](#)