

C theatre Edinburgh festivals volunteer programme

we're looking for

The C theatre Edinburgh Festival festivals volunteer programme offers people with an interest in the arts and the creative industries the opportunity to experience the independent arts at Edinburgh's summer festivals as a volunteer, to meet new people and to gain new skills.

the right team

Edinburgh's reputation as a place to find new work and new talent relies heavily on those who organise it and welcome artists and production companies from all over the world. Having the right team on board is essential to the smooth running of our productions and to their success. Whether you're looking for hands-on experience or have skills you'd like to put into practice, if you want to be part of the largest arts event on the planet we'd like to hear from you.

about the programme

Whether you are interested in starting or developing a career in the creative industries, or just want to be a part of the greatest arts festival on the planet, there is something for everyone. The programme is a hands-on experience in which volunteers play an active role in the development, execution and promotion of our many shows, events and exhibitions. Our volunteers cover all areas of our productions, from stage management and lighting operation to events assistants and distribution. It is a great way to meet new people, create unforgettable memories and forge valuable relationships and networks. Other benefits include personal development, basic training and skills, practical experience in a professional festival/arts environment and networking opportunities. The programme is predominately delivered via peer-to-peer learning, although we are happy to arrange mentorships and specialist training for those interested in career development. The more you put in, the more you can get out of it! C alumni have gone on to work in professional theatre and creative industries around the world.

opportunities available

Our volunteer festival team covers all areas of our operation, from acting in shows or creative roles to support roles in marketing, events, front of house, technical and stage management. We also have opportunities in administration and IT.

the benefits of taking part

Being part of an independent arts organisation team can offer benefits for those interested in starting or developing a career in the creative industries. These include personal development, training and skills, practical experience in a professional festival/arts environment and networking opportunities. The programme offers hands-on experience and peer to peer learning, and we are happy to arrange mentorships and specialist training for those interested in career development.

who are we?

C theatre seeks to present the very best independent, new and dynamic work. We are the in-house production company at C venues. We produce our own creative work, we partner with companies bringing work to Edinburgh, and we enable work to tour worldwide. As an organisation we strive to create the best, brightest and most challenging independent performance, visual and literary work. From interactive children's shows to late night cabarets, we produce something for everyone. Beyond our shows, we have a thriving events team that puts together a eclectic mix of parties, press events, one-off performances, film and art installations. Our season is one of the key alternative, independent international programmes running during Edinburgh's summer festivals, encompassing drama, musicals, music, dance, comedy, cabaret, circus, visual and performance art. We are also a leading programme for inter-disciplinary, found space, immersive and site-specific performance.

why Edinburgh?

Edinburgh's summer arts festivals make the 'Festival city' a focus for the arts each summer. There is a long tradition of independent companies and artists performing in Edinburgh in the summer, even when not invited to take part in the official festivals. We believe Edinburgh's festivals should be a world arts experience accessible for all.

when?

Our programme runs from mid July to early September. Taking part for the whole period enables volunteers to be involved in almost the entire process of taking a show to Edinburgh, from rehearsals to the Festival run, to the get-out. However we recognise that not everyone can commit to this period, and so we can also accommodate volunteers only available for shorter dates during this period. We also have administrative, stage management, events and marketing roles which would suit people with some availability in London before or after the festivals.

C the benefits of volunteering with us

benefits

In addition to what we hope is a unique opportunity and a memorable experience, we offer our volunteer members the following:

training/ skills

We aim to provide useful and helpful skills training, focussed on the arts but applicable to a wide range of situations. We offer customer service training to all, and we try and ensure that everyone has the skills to sell a ticket if needed, so we can help our shows do as well as possible. We offer a technical theatre training programme before the start of the fit-up, which is open to front of house and general team members as well as those in technical roles. We will try and facilitate specialist training for those interested, such as in technical theatre, stage management, lighting, sound and video, and on software used in box office, press and marketing.

mentoring/ networking

Access to opportunities, mentoring, information sessions and networking events, advice and guidance to help you develop your arts industry knowledge and career.

pass/ tickets/ discounts

Our C team pass gives access to free standby comp tickets (if seats are available just before the performance starts) for shows at C venues for you. It also provides access to free standby comp tickets for you at other venues that we have a reciprocal arrangement with. For shows at C venues, you can bring along a guest too. The pass also provides access to discounts at our venue cafés and bars, and at various cafés, restaurants, sandwich shops, takeaways, shops and other establishments around the city.

alumni programme

An alumni programme including a social network group where former team members post job and other opportunities, and post-festival get-togethers. Former members of our team have gone on to work with many theatres, venues, festivals and producing organisations across the UK and around the world. We are happy to provide references and to give informal career advice to current and former team members. Many of our team return from year to year, and while we recognise that not everyone can keep coming back year on year, we are always pleased to welcome team members back to Edinburgh, whether as team members or as visiting alumni, and to facilitate additional skills training and/or a more responsible role for those returning as team members, and a warm welcome back for alumni, however brief their visit. We also offer support to alumni wishing to bring their own shows or creative work to C venues.

support network

A peer and managerial support network is available to all volunteers throughout and after the Festival.

parties and get- togethers

Regular parties and get-togethers for team members and companies, so that you can have fun, relax and get to know other members of the C family.

branded clothing

We will provide team members with C t-shirts to wear during and after the Festival. You can also order custom branded items at cost.

accommodation

We offer accommodation in Edinburgh to full-time festival volunteers. Flats are generally within 30 minutes walk of the venue and many are spacious traditional Edinburgh flats. Flats are shared with other team members, and sometimes with companies and artists performing at the venues or other C guests. Rooms are generally shared, and you will be offered a bed (permanent bed or a folding bed-base with mattress) to sleep on. A typical larger bedroom might be for two or three people, with one permanent bed and one or more folding beds. Each flat has a kitchen with cooking facilities, and a communal area, which may be the kitchen or another room, and a washing machine for your clothes. We provide basics such as washing powder, washing up liquid, toilet rolls and cleaning supplies for the flats. We will do our best to accommodate reasonable requests and access requirements.

food

We provide basic foodstuffs at the flats, including bread, breakfast cereal, milk, juice, tea, coffee, cooking staples such as tinned tomatoes and beans, pasta, rice, cous cous and cooking oil. We also provide some snack food for volunteers at venues, including healthy snacks, and water, juice, tea and coffee. We will do our best to accommodate food preferences and allergies/intolerances on request.

subsistence

We provide volunteers with a small contribution to subsistence expenses. We would like to be able to offer more, but simply don't have the budget.

C volunteering opportunities

opportunities available

Being part of C means meeting and supporting a large variety of artists from different backgrounds. We are looking for people to help ensure our venues run smoothly and we look after our visiting companies and artists and our audience. We have volunteer roles available for people of all skill levels across all areas of our operation.

volunteering dates

Many of our festival team choose to be present in Edinburgh to see the project through from start to finish, from mid-July until early September. However, it is not necessary to be available for the full period in order to take part. We recognise that not everyone can commit to six or seven weeks. We can accommodate people available for shorter periods, within of the fit-up, get-the-festival run, or who can only volunteer on some days and not others. We can accommodate people who can only volunteer for a few hours each day, or who can only volunteer occasionally. We also have some administrative, planning and marketing opportunities for people with availability in London before Edinburgh's summer festivals, and at other times during the year.

what would you like to help us with?

C theatre is organised into divisions that co-operate together to deliver our season: **in-house productions, co-productions, events, press and marketing, and technical.** We also have some volunteers who support all divisions, and in areas such as admin, technical and IT.

in-house productions

Our in-house shows include regular festival favourites *Shakespeare for Breakfast*, *Shakespeare for Kids* and *Dickens for Dinner*. We're looking for performers and creative team for these shows. Our production team help with front of house, publicity, stagecraft, sound and lighting operation, merchandise sales and provision of catering for audience members.

co-productions

Our co-productions change from year to year, and we endeavour to find the most interesting and deserving work from around the globe. The opportunities available to volunteers in assisting with co-productions will be similar to that of our in-house productions, along with supporting and hosting our co-presenting and co-producing companies.

events

Our events team produces our nightly cabaret show, *The Electric Cabaret*, live music nights, performance showcases, and our independent film programme. The team also manages our comprehensive events programme for the public, performing company members, press and C team members. Volunteers assist in the creation, curation, publicity and organisation of these events.

press and marketing and arts industry

Successfully promoting a show at the world's largest arts festival is no easy task, but our in-house press and marketing team rises to the challenge. Volunteers involved in this area might assist in the content creation and management of our social media and website, the design and distribution of our advertising materials, help our press and media team or arts industry team, help with flyering, create and put up reviews and publicity flashes, or building a photo and video graphic archive for all areas our productions. We have specific opportunities for people with skills or an interest in press, marketing, social media, writing, graphic design and photography/video.

technical and stagecraft

Our technical team set up and look after performance spaces and equipment, assist companies with changeovers and performances, operate lights and sound for performances, and help with things technical as needed. We offer general opportunities suitable for those with an interest in stagecraft, stage management and technical theatre (experience is not necessary if you are willing to learn), and we offer more advanced opportunities for those seeking to build on existing experience or develop existing skills such in lighting, sound, video, IT, carpentry and rigging.

front of house and box office team

Our front of house and box office team play a key part in welcoming audiences, selling tickets and providing information, helping ensure that the venues run smoothly and are well presented to theatre companies and to the public, helping with the process of getting audiences into and out of shows. This also involves flyering for shows and print distribution. Our box offices function as a reception, with box office team welcoming company members and passing on messages. Our front of house and box office team are ambassadors for our programme, at the front line of getting an audience for our shows in the highly competitive festivals environment.

other opportunities

We aim to help everyone learn the skills to help put in any area of our operation. Unless you have a preference not to, over the course of the festival you might expect to help out in areas from in-house productions and technical to events and marketing.

C volunteer programme further information

about us

C theatre operates on a not-for-profit basis without public funding or major commercial sponsorship, and we work with volunteers to help deliver our season each year. Founded in 1992, C has grown from small beginnings to become an established producing organisation working internationally. Our ethos is based around the C family of team members and performing companies: to create an environment where people from different backgrounds with an interest in the arts can meet, make creative work and see creative work together. Our alumni have gone on to work in professional theatre and the creative industries around the world, and our visiting performing companies and artists have gone on to take their work to other festivals and venues worldwide.

venue locations

We operate our programme of shows across multiple central Edinburgh venues. All venues are temporary, just set up for the summer festivals in halls and rooms rented from their year-round owners. As we don't have any permanent venues, our venues can change from year to year.

dates

The full festival dates for **2022**, for those who would like to take part in our technical training programme (also available to those in non-technical roles), and taking part in the full fit-up period are **Monday 18 July to Friday 2 September**. Alternative starting dates are **Saturday 24 July** (taking part from the second week of the fit-up), **Saturday 31 July** (arriving just before we start technical rehearsals), or **Saturday 7 August** (arriving for the first weekend of the run). We can also accommodate other dates within the overall period, including dates solely within the fit-up and get-out periods, or solely within the run. We can accommodate short periods, or dates with gaps between them. If you are interested in press and marketing, administration, in-house or co-productions or events, there can be opportunities in London in before the festival and at other times of the year. We will always try to accommodate individual circumstances by arrangement.

volunteer shifts and availability

We accommodate full-time and part-time volunteering. Volunteer shifts during the run of the festival for most full-time team members are typically around 8 to 10 hours. We schedule reasonable breaks within and between shifts. Occasionally we may ask for volunteers to contribute longer shifts, such as sometimes during set up and take down, or when new shows come in to rehearse mid-run, however you are free to choose how much time you would like to contribute. If you're not at your best with long shifts, we will find alternatives. We can accommodate shorter shifts and part-time volunteering based around volunteers' availability. We will always try to work around individual circumstances and preferences. We understand that as a volunteer you are free to offer your time whenever you want, however we request that you follow the schedule in order to be fair to the whole team, and let us know of any prior commitments, illness or other issues which may affect your attendance. We will do our best to accommodate your preferences for days off and shift hours in our schedule, and to work around any prior commitments you may have, and we will always consider individual requests. If you can only offer shorter volunteering dates or times, even just a few hours on individual days, we would still like to hear from you.

travel

You will need to arrange your own travel to Edinburgh. However, if the cost of travelling to Edinburgh prevents you from taking part, you can apply to our travel bursary scheme.

general considerations

We pride ourselves as having one of the friendliest and most professional teams of any independent arts organisation, and on supporting our team members and visiting companies and artists. We request that you do your utmost to help us maintain this. If you experience issues with other team members, companies, or the public, please come and talk to us so we can do what we can to resolve the problem.



feedback

We welcome feedback on from volunteers on how our volunteer programme could be improved. Please be aware that it may not be feasible to make changes during the festival, but all feedback is considered, and is instrumental in planning for the following year.

taking care

As a team member you will need to follow our codes and operating and safety procedures, and adhere to any recommendations and codes applicable to summer festival participants. These include measures to prevent discrimination, harassment and bullying, to promote a caring and supportive environment for participants, and relating to confidentiality, public statements and social media. Please note that you must take reasonable care of any tools or equipment lent to you or provided for your use and return them on request.

equal and fair opportunities

We are committed to equal opportunities and welcomes applications from all sections of the community. We welcome applications from anyone, with any level of experience. Additional bursaries may be available to assist people with circumstances which would otherwise preclude them from taking part in this volunteering opportunity.

accessibility/ differing abilities

We will make every reasonable effort to accommodate people with access requirements or differing abilities. Please note that by the nature of the buildings, some of the venues are not fully suited to those with access requirements.

records

Information you provide to us, including any personal data, is stored digitally and is only accessible to a limited number of administrative team members. Team members' names, mobile numbers and email addresses may be provided to other team members for operational purposes.

insurance

We provide public and employer's liability insurance covering our volunteer team, however anything you bring to Edinburgh is at your own risk, and you are responsible for your own possessions. You may wish to hold insurance for items you bring to Edinburgh.

international participants

We welcome international participants on the C theatre volunteer programme. However, obtaining the right working visa or work permit is the applicant's responsibility. Where visa formalities are required, we will endeavour to place you with a performing company who is visiting Edinburgh's summer festivals, and is able take care of visa arrangements, where possible.

next steps

You can apply online at www.ctheatre.com/ctheatre/join/apply, or using the form at the end of this pack. Please also send us your cv.

Applications are reviewed on a rolling basis until all positions are filled, and there is no set deadline. We advise all candidates to apply as soon as possible.

Shortlisted candidates will generally be invited for interview by video or phone.

any questions?

If you have any questions, email recruitment@ctheatre.com, call **+44 (0)131 581 5510**, or write to us at **C theatre team applications, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK**

We're happy to meet for a chat if you're in London, or we may be able to arrange for you to meet team members in other cities.

This document is for guidance and details may change
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