C venues Edinburgh festivals volunteer programme

we're looking for

The C venues Edinburgh 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 performers and production companies from all over the world. Having the right team on board is essential to the smooth running of our venues and to the success of our corner of the Festival. 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.

opportunities available

Our volunteer festival team covers all areas of our operation, from box office and front of house to technical and stage management. We also have opportunities in administration, marketing, events, client services, arts industry services and IT.

the benefits of taking part

Being part of a venue 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 venues seeks to present the very best independent, new and dynamic work. Our curated season, encompassing drama, musicals, music, dance, comedy, cabaret, circus and visual and performance art, is one of the key alternative, independent international programmes running during Edinburgh's summer festivals. Over 100 events take place in our theatres, foyers and exhibition spaces and digital space, created by more than 1,000 participants. We are Edinburgh's leading venue for inter-disciplinary, found space, immersive and site-specific performance. International work forms a key part of our programme.

what do we do?

Edinburgh's summer festivals take place in July and August each year. From mid July we construct our performance spaces and venues from scratch, in empty halls and function rooms. The shows arrive for rehearsal over four days, 24 hours a day. From late July we open the venues for performances for four weeks. Every day up to 10 different works may be shown in each of our spaces, and over the festivals more than 100,000 audience members may pass through our doors. After the festivals we dismantle our spaces and venues, leaving the buildings as we found them until the next year.

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 team 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 venues 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 folding bed) or 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 or mattresses. Bedding is provided. 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 provide other items such as fresh fruit and vegetables on request. 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 opportunities 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.

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.

theatre operations

Volunteers helping with theatre operations support our theatre management with the smooth running of the venues, and may assist with trouble-shooting and problem-solving to help our performing companies and artists and the public get the best out of their visit.

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.

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.

artist services and administration

Our artist services team assists companies and artists with all aspects of their stay in Edinburgh, and offers advice and help to make their stay in Edinburgh easier. The administrative team helps keep the whole C team running efficiently and offers support to the other departments.

in-house productions and events

In-house productions and events include creative work from C theatre, which presents a season of shows in our venues including festival favourite *Shakespeare for Breakfast*, co-productions with other theatre companies and artists from around the world, our nightly cabaret show, performance showcases, and our events programme for the public, performing company members and C team members, which runs alongside our main programme.

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 venues is part of the C ARTS organisation. We operate 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 venue-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 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 our **2026** for volunteer programme are **Monday 20 July** to **Sunday 6 September**, leaving Edinburgh on Monday 7 September. Alternative starting dates are **Saturday 25 July** (taking part from the second week of the fit-up), **Saturday 1 August** (arriving just before we start technical rehearsals), or **Saturday 8 August** (arriving for the first weekend of the run). We can also can 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 before the festival and at other times of the year. We will always try to accommodate individual circumstances by arrangement.

volunteer shifts and availabilty

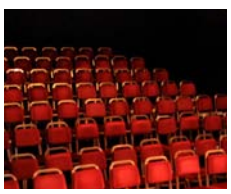
We accommodate full-time and part-time volunteering. Volunteer shifts during the run of the festival for most full-time team members are typically around 8 to 10 hours. We schedule reasonable breaks within and between shifts. Occasionally we may ask for volunteers to contribute longer shifts, such as 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 are only able to offer places on our volunteer programme to people with the right to work in the UK, and we will ask for evidence of this before you start your placement. This includes British and Irish citizens, EU/EEA citizens with settled or pre-settled status, citizens of all countries who have a visa or permit that gives the right to work in the UK. Unfortunately we are unable to organise work visas for volunteer applicants.

Edinburgh's summer festivals are a truly international experience, with artists and companies from all over the world. While we are unable to take international venue team members unless they have permission to work in the UK, there is a route for people from outside the UK to experience the festivals – attending as part of a performing company or artist's support team, such as a company or artist from your home country, as opposed to volunteering with a venue. We can often put people from outside the UK in touch with performing companies and artists looking for support team, so please contact us about this if you are interested.

next steps

You can apply online at **www.cvenues.com/cvenues/join/apply**
Please also email your cv to **recruitment@cvenues.com**

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@cvenues.com**, call **+44 (0)131 581 5530**, or write to us at
C venues team applications, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK

This document is for guidance and details may change
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