



# **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/ mentoring/ information/ networking**

Access to training opportunities, mentoring, information sessions and networking events to help you develop your arts industry knowledge and career. These include the Fringe Central programme for Fringe participants, organised by the Fringe Society, and other opportunities and events exclusive to C venues. Technical theatre training pre-Fringe is available to all volunteers.

## **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 at the Fringe that we have a reciprocal arrangement with (last year's list included Greenside, Just the Tonic, Paradise Green, PQA, Sweet and Zoo venues). For shows at C venues, you can bring along a guest too. The pass also provides access to a 25% discount on food and drink at our venue cafés and bars, and access to discounts 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. Having completed a Fringe, we believe you are ideally equipped to work successfully elsewhere in the arts (and other industries). 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 to the Fringe, we are pleased to welcome team members back to the Fringe, whether as team members or as visiting alumni, and to facilitate additional training and 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 following the festival.

## **parties and get- togethers**

Regular parties and get-togethers during the Fringe 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 and hoodies to wear during and after the Festival. You can also order custom branded items at cost.

## **accommodation**

Flats are generally within 30 minutes walk of the venue and most are spacious traditional Victorian Edinburgh flats. Flats are shared with other team members, and occasionally with companies and artists performing at the venues or other C venues guests. We ask you to provide sheets, sleeping bag or duvet, a pillow and towel. Rooms are generally shared, with others of the same gender, and you will be allocated a bed or a mattress to sleep on. A typical room might be for two or three people, in a large bedroom with one double bed and one or two mattresses. Each flat has a kitchen with cooking facilities, and a communal area, which may be the kitchen or another room. Expect to queue for the bathroom at times, though we try and rotate shifts so that not everyone in the flat is starting at the same time. Due to the nature of the short-term rental market, flats don't generally have wifi, but do have a washing machine for your clothes. We provide basics such as washing powder, washing up liquid, toilet rolls and cleaning supplies. We will do our best to accommodate reasonable requests and access requirements. If you have your own accommodation, you don't need to use ours.

## **food**

We provide basic foodstuffs at all 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 at the venues, such as cereal bars, bread, hummus, falafel, sausage rolls, fruit, as well as crisps, chocolate and of course juice, tea and coffee. We will do our best to accommodate food allergies/intolerances on request.

## **subsistence**

We provide a small contribution to your subsistence expenses. We would like to be able to offer more, but simply don't have the budget. This is payable after the end of your agreed dates, however in cases of hardship we may be able to make interim payments.

# **C** what you can do at Edinburgh

## **opportunities available**

Being part of C means meeting and working with a huge 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 with genuine responsibility available for people of all skill levels across all areas of our operation.

## **festival dates**

We prefer our Festival team to be present in Edinburgh to see the whole project through from the fit-up of the venues and the actual Festival to the get-out, from mid July until the end of August. However, we recognise that not everyone can commit to a six or seven week period, and so we can also accommodate people only available for shorter dates during this period, for part of during the fit-up/get-out and/or for part of the run. We have some administrative, planning and marketing roles which would suit people with some availability in London before the Fringe.

## **festival assistants/ front of house and box office team**

Our festival assistants and front of house and box office team play a key part in welcoming customers and directing them around the venues, 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. The role also involves flyering for shows and print distribution. We see our festival assistants and front of house team as key members of our team, at the front line of getting an audience for our shows in the highly competitive Fringe environment.

## **theatre management/ foh supervisors**

We provide each venue with duty theatre management/front of house supervisors to ensure the smooth running of the venue and its timetable, and to be responsible for staff, visiting companies and members of the public. This role includes trouble-shooting and problem-solving to help our performing companies and artists and the public get the best out of their visit.

## **technical managers, technicians and stage managers**

Our theatres are equipped to the highest technical specifications. Our technical team are there to maintain these standards, to assist companies with their changeovers, and to be on hand should their help be required. Our technicians and stage managers may operate some of the visiting productions. We also have roles for more specialist technicians with skills in carpentry, lighting, audio-visual and IT.

## **box office management and supervisors**

Our integrated box offices use the Fringe ticketing system to sell tickets for shows at all our venues. Our box offices function as a venue reception, with box office staff welcoming company members and passing on messages to our admin team.

## **press and marketing**

Our press and marketing team work to generate media coverage for our programme and to boost ticket sales for our shows. We are committed to vigorously promoting our venues and the works we host, and we are looking for people who will work tirelessly on behalf of our visiting productions both before and during the Festival. We have specific opportunities for people with an interest in press, marketing, social media, graphic design and photography.

## **in-house productions and events**

Our in-house productions and events look after our free in-house productions and events. These include C theatre, which presents a season of shows in our venues including Fringe fixture *Shakespeare for Breakfast*, co-productions with other theatre companies and artists from around the world, shows under the C presents banner such as our nightly cabaret show, and pay what you think showcases, and our free events programme for the public, theatre company members and C venues team members, which runs alongside our main programme and includes

## **client services/ administration**

Our client services office assists companies with all aspects of their stay in Edinburgh, and offer advice and solutions to any of the problems that can beset a Festival company, from their leaflets not arriving to lack of electricity in their accommodation. The administrative/client services team keep the whole C machine running efficiently and offer support to the other departments.

## **other opportunities**

All our team work across all areas when needed, and we aim to help everyone learn new skills as part of participating with us. For those interested in technical theatre we offer a training programme before the start of the fit-up, and we also try and arrange specialist technical training, such as on lighting and sound equipment, for those interested. We offer our customer-facing team members customer service training and we try and ensure that everyone on the team has the skills sell a ticket if needed, so we can help our shows do as well as possible. Other opportunities include helping with in-house and co-productions, events and marketing.

# C volunteer programme further information

## venue locations

We operate our programme of shows across multiple central Edinburgh venues. All venues are temporary, just set up for the Fringe 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. Our current venues include **C royale** at the Royal Society of Edinburgh on George Street, **C south** at St Peter's, Lutton Place, and our Royal Mile venues **C aquila** at the Roman Eagle Lodge and **C cubed** at the Celtic Lodge. Previous C venues have included the former Odeon Cinema on Clerk Street, the SoCo Old Town Gap Site, and India Buildings on Victoria Street. We have also taken site-specific work to cellars, alleyways, graveyards and Craigmillar Castle.

## dates

The full Festival dates for **2019**, for those who would like to take part in our technical training programme – including anyone in a non-technical roles interested in getting some the technical training – and taking part in the full fit-up period are **Monday 16 July to Friday 30 August**.

Alternative starting dates for festival assistants, front of house and box office team members, and for technicians by arrangement are **Saturday 20 July** (taking part in the second week of the fit-up) or **Friday 26 July** (arriving just before we start technical rehearsals).

For Festival assistants and cover roles, we can also accommodate any dates between **26 July** and **30 August**. We will do our best to also accommodate other individual dates by arrangement.

If you are interested in press and marketing, in house or co-productions or events, administration or management, there can be opportunities in London in May, June, July and September.

## shifts and days off

Volunteer shifts are typically around 8 to 10 hours. During some days in the fit-up and get-out periods, shifts for some roles can be up to 12 hours a day, and on the few occasions we have overnight technical rehearsals, some shifts for technicians and managers can be up to 13 hours. If you're not at your best with long shifts, we will try and find alternatives. We allocate one day off during the fit up for those attending the full fit-up period, and half a day off for those attending only the last week of the fit up; and three days off during the run for those staying for the full run period. We schedule reasonable breaks within shifts (typically one full hour or two half hour breaks within shifts of up to 10 hours, and more, or longer breaks within longer shifts). We will always ensure that there is an 11 hour break between the end of one shift and the start of the nex. 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 affecting 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. If you can only offer shorter attendance periods or shifts, we would still like to hear from you.

## general considerations

We pride ourselves as having one of the friendliest and most professional teams of any Fringe venue, 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, or with our management, please come and talk to us so we can do what we can to resolve the problem. Should you feel unable to do this, you may also contact the Festival Fringe Society ([participants@edfringe.com](mailto:participants@edfringe.com) or 0131 226 0026) for advice. You can find more information at [www.edfringe.com/take-part/your-rights](http://www.edfringe.com/take-part/your-rights).

## feedback

We welcome feedback on your volunteer role and how it could be improved. Please be aware that it may not be feasible to make changes during the Festival, but all feedback is considered at the end of the Festival and is instrumental in planning for the following year.

## things to bring to Edinburgh

You will need to bring the following to Edinburgh with you: a pillow, sheets, sleeping bag/duvet and towel, old work clothes and sensible shoes. There is no dress code other than C venues t-shirts in some roles, however we recommend that technicians wear black and we ask those in front of house roles to wear clean clothes. If you have personal tools or equipment there is no need for you to bring them as we can provide tools and equipment as needed, however if you do bring personal items, please note that all items are brought at your own risk.

## 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.

## about us

C venues 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 one of the favourite venues on the Fringe. Our ethos is based around the C family of team members and performing companies: to create an environment where people from different background 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 other festivals and venues worldwide.

## legal requirements

As a C venues team member you will need to agree not to disclose any confidential information concerning us or our clients, customers, or suppliers or your fellow team members to any third party without our prior written authority; to follow our codes and operating and safety procedures; and to adhere to any recommendations and codes of the Edinburgh Festival Fringe Society applicable to Fringe participants. These include measures relating to harassment, bullying, 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 opportunities

C venues is 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/ disabilities

We will make every reasonable effort to accommodate people with access requirements or disabilities, however by their nature some of the venues are not fully accessible.

## 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 ensure that any items you bring to Edinburgh are insured.

## 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 the right to work in the UK, and citizens of other countries with a visa or permit which allows work in the UK (currently this includes permanent residency/indefinite leave to remain, other applicable work visas, youth mobility/working holiday visas, and many full time student visas). Unfortunately we are unable to organise work visas for volunteer applicants.

The Fringe is 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 an alternative route for people from outside the UK to experience the Fringe – attending as part of a performing company or artist's support team, typically a company or artist from your home country, as opposed to volunteering with a venue. We are sometimes able to 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](http://www.cvenues.com/cvenues/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, to maximise your chances.

Shortlisted candidates will be invited for interview by Skype or phone (for some roles, we may invite you to attend in person in London).

## any questions?

If you have any questions, email [recruitment@cvenues.com](mailto:recruitment@cvenues.com), call +44 (0)131 581 5510, or write to us at **C venues 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 © C venues limited 2019





# Cteam application

*This form does not constitute a confirmation of a place in our volunteer programme.  
If you apply by hard copy please send photocopies of any documents included as we cannot return originals*

## contact details

First name	<input type="text"/>	Last name	<input type="text"/>
Permanent address	<input type="text"/> <input type="text"/> <input type="text"/>	Current address if different	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/> Country <input type="text"/>	Postcode	<input type="text"/> Country <input type="text"/>
Mobile/main tel	<input type="text"/>	Alternative tel	<input type="text"/>
Email	<input type="text"/>	Skype	<input type="text"/>
Date of birth	<input type="text"/>	Place of birth	<input type="text"/>

## what would you like to do?

Box Office  
  Front of House  
  Stage Management  
  Technical  
  IT  
  Management  
 Press & Marketing  
  Client Services  
  In-House Productions  
  Events  
  Administration  
 Technical theatre training  
  Fit-up  
  Get-out  
  Other

## can you?

Sell a ticket using a computer box office system  
 Assist members of the public when you are under pressure  
 Speak English clearly and confidently to members of the public  
 Speak additional languages – which?   
 Operate lights and sound  
 Rig and focus a light  
 Maintain lighting and sound equipment  
 Install, operate and maintain moving lights  
 Do basic carpentry work  
 Carry heavy or awkward loads competently  
 Work at heights confidently  
 Bring your own tools to Edinburgh  
 Use a sewing machine to make theatre drapes  
 Lead a team of people  
 Use a Mac  
 Use a PC  
 Use Adobe Creative Suite (e.g. Photoshop) or other design packages  
 Put together and maintain a computer network  
 Drive a car  
 Drive a van  
 Administer first aid (and possess a currently valid first aid certificate)  
 Work in an office  
 Work looking after cashing up and basic book-keeping  
 Work behind a counter in a busy area  
 Work behind a busy bar  
 Work long hours and remain awake and good humoured

*Don't worry if you can't do all these things*

## referee details

1st referee	<input type="text"/>	2nd referee	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/> Country <input type="text"/>	Postcode	<input type="text"/> Country <input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

## tell us more... return to

Please answer all the questions overleaf. You may also enclose a covering letter if you wish.

Please return this form together with a copy of your **CV** to:  
**Cvenues** team applications, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK  
 or fax to **+44 (0)845 260 1001** or email to **recruitment@cvenues.com**

# **C team application** Name

**to help us assess your application, please answer the following questions**

How would you describe C venues, to the best of your knowledge?

Why would you like to take part in the C venues volunteer programme?

Describe the personal attributes which make you suitable for the programme, giving examples of how you have demonstrated these attributes on previous occasions

Please list your relevant recent work, volunteering, work experience or general experience

Please summarise your education and qualifications

Please sign here

Date