



# C what you can do at Edinburgh

## multiple venues and performance spaces

Our multiple central venues include our main venue multiplex C on Chambers Street, with four theatres, C **royale** in the New Town, C **too** at St Columba's by the Castle, and C **south** at St Peter's, Lutton Place. Previous C venues have included former Odeon Cinema on Clerk Street, the SoCo Old Town Gap Site, and the Edinburgh College of Art.

## theatre management, foh supervisors and foh team

We provide each venue with theatre management and front of house supervisors to help ensure the smooth running of each show and the venue as a whole, and to be responsible for team members, visiting companies and members of the public. Our larger venues also have additional front of house team members to assist the public and visiting companies.

## technical managers, technicians and stage managers

Our theatres are equipped to the highest technical specifications. Our technical team are there to maintain these standards in the venues, to assist companies with their changovers, and to be on hand should their help be required. Our technicians and stage managers will normally operate some of the visiting productions. We also need specialist technicians with skills in carpentry, lighting, sound and IT.

## box office managers and team

Our integrated box offices use the Fringe ticketing system to sell tickets for shows at all our venues. Our box offices function as a stage door reception, with box office staff welcoming company members and passing on messages. We see our box office staff as key members of our marketing department, at the front line of getting an audience for our shows in the highly competitive Fringe environment.

## press and marketing team

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.

## client services/administration

We are unique amongst Edinburgh venues in having a client services department who assist 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 team keep the whole C machine running efficiently and also offer support to all the other departments.

## are you interested?

We are seeking to put together an committed team of people who will be part of on our Edinburgh Season from the initial stages at our offices in London, through the fit-up of the venues and the actual Festival to the get-out.

## what you'll get out of it

C venues is an un-funded not for profit organisation, and most of our Festival team members take part in the project on a voluntary basis. Accommodation is provided in shared flats in Edinburgh, we provide some food, and we pay a small contribution to help cover living expenses. You'll be able to see lots of shows (all ours are free to team members), and meet and connect with people working in theatre and the arts.

## the dates

We may need you to be available in Edinburgh early as Monday 16, Wednesday 18, or Sunday 22 July (depending on the position you are placed in) until Friday 31 August. If you are interested in marketing, administration or management, we may also need you to be available in London for some of May, June, July or September.

## what next?

If you think that you could fit the bill then please fill in and send us a C **venues team application form**, or apply online at [www.cvenues.com](http://www.cvenues.com)

## 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**



# C team application

Please note: This form does not constitute an offer to engage your services or a contract. We receive a lot of applications so cannot guarantee to respond to you or to return enclosures.

## 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/Computers  
 Press + Marketing  
  Client Services  
  Administration  
  Management  
 Fit-up only  
  Get-out only  
  Fit-up and get-out only  
  Other

Please tick all that apply

## 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 all day and all night 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

You may also enclose a **cv/resume** and/or **covering letter** and/or **photo** if you wish

Please return this form together with any additional information to:  
**C venues** 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 work with C venues

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

Please list your relevant recent employment, freelance work or work experience

Please summarise your education and qualifications

Please sign here

Date