

Summerhall Fringe Press Team

Summerhall are currently recruiting for Press Office staff to join our team for the Edinburgh Festival Fringe 2019. Summerhall provides a challenging and exciting environment to work in, requiring a range of skills and personal qualities and encouraging professional and personal growth.

You will be part of a small but efficient team that is the first point of contact for thousands of journalists and industry visiting Summerhall in August. As well as looking after these journalists and companies within the building, you will be trusted to manage admin tasks, tickets and publicity for the building as a whole.

Role Description – Fringe Press Team

The Roles currently we are currently recruiting for are Press Admin, Press Reception and Street Team Coordinator.

Contract term

Essential training over three dates between 22nd-24th July 2019.

Position starts: 15st July 2019

Position finishes: 26th August 2019

Press Office Team will be required to work 6 days a week over the contracted period. Shows in most venues run between 0900-2300 (though some run as late as 0300), and once the festival commences there will be shifts from 0900–2100 (0900–1800, 1000–1900, 1200-2100)

Direct Manager

Summerhall Press Office Manager – Miriam Attwood

Key Internal Relationships

Summerhall General Manager, Box Office Managers + Press Office Team.

Key External Relationships

Visiting media, visiting companies.

Duties and Responsibilities (varying dependent on specific role within the team)

- Manage and oversee issuing of press tickets to all accredited media (this will involve training on the Via Box Office System)
- Maintain a good dialogue with the Festival Fringe Society Press Office.
- Uploading reviews live throughout the month to the Summerhall website.
- Ensure coverage is neatly and clearly on display around the building.

- Liaise with and support companies where relevant with their publicity questions and ideas.
- Respond thoughtfully to last minute and occasionally complicated requests.
- Pitch and matchmake show with #journorequests
- Support and be a friendly face for companies and media coming through the office.
- Oversee the press@summerhall.co.uk inbox, answering enquiries, logging requests and sending out press image and press materials for all shows at Summerhall.
- Manage social media channels for the building.
- Managing a Street Team; including the creation of rota, management of flyer and poster collateral and ensuring word of Summerhall's Festival event is out across the city.
- Answer the dedicated press phone number and ensure all enquiries are dealt with in the time scale indicated by the caller.

Candidate requirements – essential

- Relevant experience of working in a theatre / cultural events press office or for a publisher / publication / media group.
- Have an interest in working in the media on either side of press or PR/marketing.
- Have an interest in events at Summerhall and attend events and shows.
- Have a good understanding of the Summerhall Fringe programme.
- Be tidy and on focused on tasks in a timely order.
- Have a keen interest in seeing avant-garde, intersectional and new work / live music / visual arts.

Remuneration

- Pay rate ranges between £8.50-9.00 / hour
- All staff will receive a staff pass, which grants first-come first-served access to shows which are not sold out, and discounted food and drink on some products in Summerhall café & bars