



Start Date: Either 27th July or 4th August
End Date: 1st September
Pay: £8.72 per hour irrespective of age.
Hours: Variable depending on start date. Full details below. Overtime potentially available.

Press Officer (fixed term)

At Greenside we're known for our exceptional customer service so whilst previous experience of working in a similar role is desirable we're really looking for outgoing people who love Edfringe and love working with the public. Previous experience is not essential, but you must be a good communicator, extremely friendly and be able to stay calm in sometimes busy and difficult situations. You'll manage the press email, telephone and help Greenside shows with any press, media and PR enquiries including assistance throughout the Fringe festival. You will be working on our box office system, Red61 VIA, and experience using this would be desirable but not essential. You'll manage press ticket allocations, promotions and must be experienced in databases, spreadsheets and interpreting data.

Duties:

- Being a point of contact for the Media Office in person, by email and telephone, ensuring that all incoming enquiries are dealt with efficiently and effectively.
- Booking Press/Promoter/VIP Tickets on Red61
- Advising our performers on their media plan/press release/strategy via 1-2-1 media tutorials
- Deliver presentations to our performers on enhancing media presence at the Fringe
- First point of contact for the performers and press in matters relating to media and PR
- Managing Greensides social media channels which will include creating and devising innovative social media campaigns
- Assisting in the management of Press Events
- Dealing with ad hoc enquiries from national and international media.
- Drafting speeches, news releases and other copy and distributing these as directed.
- Setting up ticket offers on Box Office System.
- During the first week of Venue set up you will be required to assist Venue workers in building of our venues.

Experience

- Proven experience in a demanding customer facing role.
- Excellent communication skills, both oral and written.
- A polite, professional and confident manner when dealing with the public.
- Proven ability to work in a fast paced, very busy environment.

- Proven ability to work calmly and efficiently in high pressure situations.
- Proficient computer skills including a good working knowledge of MS Office packages.
- The ability to work in a team as well as using your own initiative.
- Proven experience of offering support and advice to colleagues.
- Good judgement and troubleshooting skills.
- Flexibility with working hours
- Experience of managing social media channels
- Experience of managing PR/Press for projects - especially Theatre/Fringe related
- Event Management Experience.

Desired Skills

- Experience of working in a festival environment.
- Knowledge of general Box Office procedures and practices.
- Experience of working with a computerised ticketing system.
- Experience with people with additional needs.

Please note you will be required to bring a laptop (yours or borrowed) to use whilst working at Greenside Venues. We will upload the Red61 VIA System onto your laptop. As the job requires moving between the venues being able to hot desk and set up in various venues is essential to the role.

Rate of pay and benefits

The rate of pay for this post is £8.72 per hour. This rate of pay is irrespective of age and represents Living wage. Due to the dynamic nature of the Festival working hours each week will vary as follows;

27.07.20 - 02.08.20 - Six hours per day for five days. (x1 15 min break daily) Total hours = 30. Days off 1st and 2nd August. (LIMITED ROLES STARTING on 27.07.20)

03.08.20 - 09.08.20 - 8 hours per day for four days (1hr unpaid break daily) Total hours = 28. Days off Monday 3rd, Wednesday 5th and Thursday 6th.

10.08.20 - 16.08.20 - up to 8 hours per day for six days (1hr unpaid break daily. Max Total Hours = 42. Minimum hours. Guaranteed hours would be 35 hours per week. Day off Sunday 16th.

17.08.20 - 23.08.20 - up to 8 hours per day for six days (1hr unpaid break daily).
Max Total Hours = 42. Minimum hours. Guaranteed hours would be 35 hours per week. Day off Sunday 24th

24.08.20 - 30.08.20 - 8 hours per day for seven days. (1hr unpaid break daily)
Total Max Hours = 49 . Minimum hours guaranteed would be 42 hours per week

31.08.20 - 01.09.20 - 8 hours for one day (1hr unpaid break) Total 7 Hours. Day off
01.09.20

Shift times will vary as our venues operate between 09:30 and 00:30. As standard we will pay you 50% half way through your fixed term with us and the final 50% at the end of your post. Holiday accrued during your post will be paid in your final pay. We have a limited amount of positions starting on Monday 27th July and the majority of our positions starting on Tuesday 4th August. Your first shift is likely to start at gam on 27.07.20 or 04.08.20 so please ensure you are in Edinburgh in plenty of time for your first shift. Please let us know if you have a preference. Please note overtime may be available.

Accommodation

We know that **accommodation** can be a barrier to the fringe. We know that it is super expensive and hard to source. At Greenside we don't want to miss out on the opportunity of having you work for us based on if you can afford the up front cost of accommodation before getting up here! Please speak to us further if this sounds like you.