



EDINBURGH FRINGE 2017

21 theatre is one of the leading Musical companies at the Edinburgh Fringe and have produced award winning shows that have delighted Edinburgh audiences for several years.

21 theatre was created by Richard Williamson and Nicholas Abrams.

Nick's credits include Head of Press & Marketing (C venues - Edinburgh Fringe), Publisher (Broadway Baby), Technical Director (FringeNYC), Production Manager (Houston Fringe).

Richard's credits include Head of Production (C venues – Edinburgh Fringe), Technical Manager (Greenwich and Docklands Festival), Project Manager (Stone Nest) and multiple international lighting credits.

For further information please contact

Heather
heather@21theatre.com



Production Assistant Job Description

21 theatre is seeking to appoint a Production Assistant at the 2017 Edinburgh Fringe.

For 2017, **21 theatre** produces

The Rat Pack – Live

Thrill Me: The Leopold & Loeb Story

The Other Guys: A Tribute to Frankie Valli & the Four Seasons

A Tribute to The Blues Brothers - Live

Douze: The Pop Comedy Musical

Rachel Tucker: A Night in Concert

We are looking for a Production Assistant who is interested in theatre, willing to learn new skills, has a positive character who thrives on new challenges and is looking for an unforgettable summer.



Job Specification

The role of the production assistant includes, but is not limited to:

Front of House Management

- Assist in keeping the venues attractive and presentable and in keeping the venue clean and tidy
- Co-ordinate the smooth flow of people to the venues, including proactive direction of patrons, queue management. Assist in ticket tearing, ushering and other duties as required.
- Assist patrons with special needs and parents with young children as required.
- Ensure that publicity and marketing materials are made available to patrons before and after the shows (entrance & exit flyering)

Press & Marketing

- Greet members of the press who turn up at the shows, ensure they receive press tickets/press information. Inform the Company Manager of their arrival
- Assist with the marketing of the show throughout Edinburgh
- Assist with promotional events

Company

- Report in the first instance to the Company Manager and Stage Managers of each show.
- Be helpful to company members & members of the public and assist them as needed.
- Create and foster good relations with the venue, patrons and other companies
- Never promise a solution without checking whether it can be provided.
- Behave in a professional, friendly manner at all times.
- Ensure that all faults, problems, issues and complaints are logged and reported appropriately.
- Ensure that company policy is followed at all times.
- Turn up punctually. Check with the Company Manager before taking breaks, and before leaving at the end of the shift.
- Carry out any other duties as required.



Fees & Provisions

- The Production Assistant will be required in Edinburgh from 26 July until 29 August.
- The Production Assistant will be provided with fee to cover expenses of £150