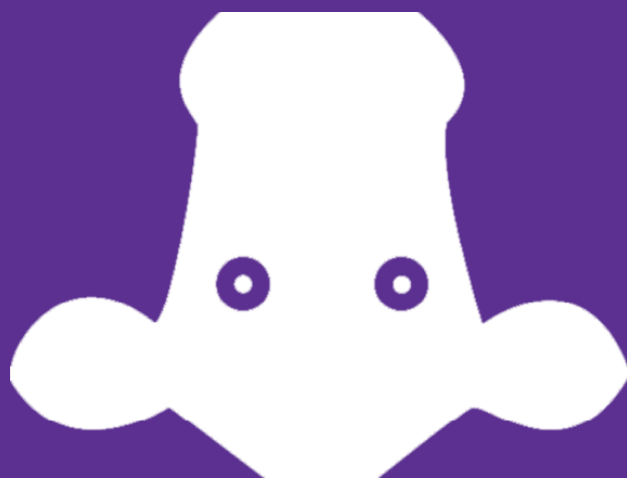


JOIN THE HERD



PRESS ASSISTANT EDINBURGH FESTIVAL FRINGE

Rate of Pay: £12.00/hr (+ holiday pay)

Dates of Work: 28 July - 28 August 2024

Reports To: Press and Publicity Manager

Location: Edinburgh

Contract Type: Fixed Term

Closing Date: Recruitment ongoing

ABOUT UNDERBELLY

Underbelly is a UK-based live entertainment company. Our events and festivals division operates one of the largest operations at the Edinburgh Festival Fringe. With over 160 shows, 2023 saw over 280,000 tickets sold across its 21 venues and 4 sites – Bristo Square, George Square, Cowgate and Circus Hub.

ROLE

- Daily monitoring of online, print and broadcast media outlets and social media platforms for all articles featuring Underbelly shows.
- Compile and circulate press clippings to Underbelly stakeholders, staff, external PRs and visiting companies.
- Daily delivery (on foot) and display of positive reviews and star ratings for Underbelly shows at all Underbelly venues.
- Prioritise processing press tickets (in advance and urgent last minute requests) and issue to journalist via ticketing system.
- Attend Press Launch / Photo Calls and support diary management.
- Monitor inbox and flag important requests to the Press Manager.
- Spreadsheet management; collate relevant contacts, track reviews and save all press clippings to Underbelly's Press archive.

PERSON SPECIFICATION

- The ability to adapt quickly and prioritise multiple tasks in a fast-paced office environment
- Excellent communication and organisational skills
- Excellent customer service skills
- Experience of working within the Arts or Entertainment
- Good computer skills, comfortable navigating spreadsheets / databases / ticketing systems.

STAFF BENEFITS

- Free entry to shows at Underbelly venues
- 25% discount at Underbelly bars
- Staff social events





EQUAL OPPORTUNITIES

Underbelly is committed to reducing its environmental impacts in its everyday operations. We are also committed to maintaining the open-access policy of Underbelly. We are an equal opportunity employer and welcome applications from all sectors of the community.

It is the policy of Underbelly to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, sex, sexual orientation, race, religion or belief, gender reassignment, marriage or civil partnership, pregnancy or maternity, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

We expect employees to support these commitments and to assist in their realisation.

SCHEDULE

The period of this contract is from 28th July - 28th August 2024.

We are looking for staff who would like to work part-time and full-time. We have a range of minimum hour contracts between 20 and 48hrs over a 6 day week.

HOW TO APPLY

Apply here: <https://underbelly.teamdetails.com/opportunity/321>

If you would like to discuss anything before applying please call [020 7307 8480](tel:02073078480) or email jobs@underbelly.co.uk