

## Front of House Team Member

### Horizon Showcase 2023

#### Applicant Information Pack

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## Introduction / How to Apply

Thank you for your interest in working with Horizon as a Front of House Team Member. You will find information about the role and the person specification below. Before you fill out an online application form, please read the information included here.

Please apply via this online form – [FOH Application Form](#)

You will need to upload your CV as part of the application form. You will also be asked to respond to the following question: *Why are you interested in this role and what is your relevant previous experience?* and to complete some basic contact information.

### **Application Deadline: Monday 19<sup>th</sup> June at 9am**

If your application is successful you will be invited to attend a short interview w/c 26 June 2023, online via Zoom. We can provide a BSL interpreter if required.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at [hello@horizonshowcase.uk](mailto:hello@horizonshowcase.uk).

We look forward to receiving your application.

## About Horizon

Horizon focuses on forging new relationships between artists making performance in England and international partners. It delivers a programme of artist support and development which includes artist residencies, artist bursaries and showcasing opportunities. Horizon is delivered by a consortium of six organisations: Battersea Arts Centre, Fabric, Fierce, GIFT, MAYK and Transform.

During the 2023 Edinburgh Festivals, Horizon is presenting a showcase programme of ten artists who make performance in England. You can see the programme [here](#). The showcase works are diverse in terms of form, representation and scale. They include end-on theatre and dance shows, solo performance, immersive, installed and sited work. Some shows therefore take place outside usual Fringe venues and we are looking for FOH team members to support these shows.

The showcase performances will all take place between Sunday 20 August and Sunday 27 August, in the final week of the Edinburgh Festival Fringe and Edinburgh International Festival.

Horizon is commissioned by Arts Council England. [www.horizonshowcase.uk](http://www.horizonshowcase.uk)

## About the Role

### Front of House Team Member

We are looking for FOH team members to help us deliver our non-venue-based programme for this year's Horizon showcase which includes [FORGE by Rachel Mars](#), BODIES by Ray Young, A Crash Course in [Cloudspotting by Raquel Meseguer Zafe](#) and [Always Already by Karen Christopher & Tara Fatehi](#). You will be working on some extraordinary shows presented by innovative artists in some surprising places. We are looking for people who are excited by new performance, organised, friendly, and approachable. You must be based in Edinburgh during the showcase week.

## Duties

### Audience Experience

- Welcoming audience members to our venues or locations
- Sensitively supporting any audience members with access requirements, ensuring their experience is welcoming and comfortable
- Checking e-tickets and directing audience members to their seats
- Assisting with the set up for accessible performances as directed
- Managing any latecomers
- Reporting any questions you were unable to answer or any other issues with audience members to the site duty manager.

### Programme

- Familiarising yourself with the Horizon programme so that you are able to suggest other shows to audience members.

### Public Safety

- Maintaining the appearance and safety of the site as directed by the site duty manager
- Assisting to evacuate the audience in the event of an emergency as directed by the site duty manager.
- Carrying out audience safety and event briefings

## Time/Availability

We are looking for people who can commit to joining one of the following teams, working these outline shift patterns. **Exact times may vary slightly** but dates will remain the same. Shifts will include breaks.

### Team 1: BODIES & FORGE (approx 42hrs over 5 days)

Sunday 20<sup>th</sup> August, 10:00 -17:00 (Livingston, easily accessible by public transport)

Wednesday 23<sup>rd</sup> August, 1:00 - 19:00 (Central Edinburgh)

Thursday 24<sup>th</sup> August, 10:00 - 18:00 (Central Edinburgh)

Friday 25<sup>th</sup> August 10.00 - 17.00 (Central Edinburgh)

Saturday 26<sup>th</sup> August 09.00 - 17.00 (Livingston, easily accessible by public transport)

### TEAM 2: A Crash Course in Cloudspotting (approx 24.5 hours over 3 days)

Tuesday 22<sup>nd</sup> August, 16:30- 21:00 (Roseburn, Edinburgh)

Wednesday 23<sup>rd</sup> August, 09.30-19.30 (Roseburn, Edinburgh)

Thursday 24<sup>th</sup> August, 09.30-19.30 (Roseburn, Edinburgh)

### TEAM 3: Always Already (approx 19 hours over 2 days)

Wednesday 23<sup>rd</sup> August, 10.30- 19.30 (central Edinburgh)

Friday 25<sup>th</sup> August, 11:00- 20:00 (central Edinburgh)

You will be given a paid 30 minute break if your shift is longer than 4.5 hours.

## Terms and Conditions

**Contract type:** Temporary part-time

**Pay:** £11 per hour plus holiday pay at 12.1% calculated on hours worked

You must be based in Edinburgh during the showcase week, we do not have the budget to cover travel, accommodation or any other expenses. You might live here or be visiting with your own show.

We do not anticipate any shifts finishing after 10.30pm, but if we do ask you to work past 11pm we will reimburse the cost of a taxi home.

We will offer you free tickets to the Horizon programme, subject to availability. And we will invite you to our closing party!

You will be given a Horizon T-shirt, which you will need to wear during your shift

**In order to apply you must:**

- have a UK bank account
- have the right to work within the UK
- be over 18
- be based in Edinburgh from 20-26 August 2023

**Person Specification**

**Experience and Skills**

**Essential**

- Experience of working in a public-facing role
- Friendly, enthusiastic and approachable
- An interest in and passion for theatre and performance
- Excellent communication and interpersonal skills and the ability to communicate with people from all walks of life
- A positive and flexible approach
- The ability to think on your feet and to use your initiative
- The confidence to ask for help if you don't know what to do.

**Desirable**

- An understanding of the Edinburgh Festival Fringe, even if you have not previously attended
- Access Equality training
- First Aid training
- Fire Marshall training
- Front of House experience
- Knowledge of how to get around Edinburgh.