



**Role:** Associate Programmer & Producer – Maternity Cover  
**Reports to:** Head of Programming  
**Direct Relationships:** Artistic Director, Managing Director, Operations Director,

**Role Description:**

Assembly sets the standard for theatre, comedy and entertainment on the Fringe, by providing excellent work in temporary theatre spaces in the magnificent Assembly Hall, Assembly Roxy, Assembly Rooms, Checkpoint and in multiple spaces in and surrounding George Square. In 2017, Assembly's 37th year, Assembly programmed over 200 shows in comedy, theatre, dance, cabaret and music drawn from across the globe. On any given day, Assembly would have around 170 individual performances happening, across 26 different venues.

Assembly also hosts the Edinburgh International Jazz & Blues Festival, curate and produce the Edinburgh Food Festival and manage Assembly Roxy through the other eleven months of the year.

The Associate Programmer & Producer will work with the Artistic Director and Head of Programming to source and devise Assembly's programme for the 2018 Edinburgh Festival Fringe season. The programming department works very closely with the marketing, production and box office teams to realise the full season at the largest and greatest arts festival in the world.

This role includes some out of hours work seeing performances across the year, and at deadline periods.

The role is primarily London based, but the successful candidate may be required in Edinburgh for the festival period (mid July – end of August exact dates tbc).

**Role and Responsibilities:**

- With the Head of Programming, research and source a variety of performances for Assembly's Edinburgh Festival Fringe season
- Manage the application process for shows and performing arts companies applying to Assembly
- Administer the registration process with the Edinburgh Festival Fringe for the performances confirmed as part of Assembly's programme
- Manage the contracting process for the performances confirmed as part of Assembly's programme
- Support the visiting companies with the preparation required for participating in the festival, including proofing image, brochure entries, and guidance for international artists
- Where applicable, company manage certain Assembly produced shows
- Work with the marketing, technical and operations teams to support the visiting companies during the festival itself
- Prepare and distribute settlement paperwork between the Edinburgh Festival Fringe Society, Assembly and the visiting companies

**Person Specification**

- Previous experience at the Edinburgh Festival Fringe working for a venue or production company is essential
- At least two years experience working in the performing arts UK, and an understanding of the cultural sector, theatre, comedy and the industry.
- Excellent communication and presentation skills with the ability to deal effectively with people at all levels, both within and externally to the organisation.
- Proactive approach to generating ideas and thinking on your feet as well as outside the box.
- Experience working in a fast paced, high stress environment and able to deal well under pressure, and to a deadline.
- Excellent negotiation and decision making skills.
- Ability to work independently and as part of a team.
- Willingness to work unsocial hours.
- Excellent organisational skills with the ability to prioritise and to manage and meet deadlines.

Please send applications to by 5pm, Friday 21 September to [staffing@assemblyfestival.com](mailto:staffing@assemblyfestival.com)