



## **PRAGUE FRINGE FESTIVAL 2017 INFORMATION FOR INTERNATIONAL FESTIVAL ASSISTANTS**

**Festival Assistants are the heartbeat of the festival and hold an essential role in ensuring the Front-of-House operations of each venue run like clockwork and that the festival is successfully promoted across the city.**



### **So what does working as a Festival Assistant involve?**

We need energetic, creative, organised and adventurous people to promote the festival, sell tickets, duty manage venues, deliver top customer service and assist visiting companies from around the globe.

### **When is the festival and when are Festival Assistants required?**

The 2017 festival starts on Friday **26<sup>th</sup> May** and ends on Saturday **3<sup>rd</sup> June**.

International Festival Assistants are required to be in Prague from Wednesday **24<sup>th</sup> May** to check into their accommodation.

All Festival Assistants take part in compulsory training on Thursday **25<sup>th</sup> May**.

### **So what is the deal?**

#### **The Fringe will provide:**

Free, shared accommodation in the centre of the beautiful city of Prague for 12 nights (24<sup>th</sup> May – 4<sup>th</sup> June inclusive)

An opportunity to see a fantastic programme of international performances (cabaret, theatre, dance, live art, music, comedy etc)

An opportunity to develop strong skills in festival, arts and events management

A great addition to your CV, with references if required

A chance to meet and network with artistic and creative people from all over the world

A great week of socialising at the Fringe Club

Training, information and guidance for the duration of the festival

An exclusive Prague Fringe t-shirt!

#### **Festival Assistant will provide:**

Supreme customer service skills

Accurate ticket sales and money dealings

Responsible management of each venue and the ability to work well with the team of

technicians based there

Enthusiasm, energy and superb organisational abilities

Patient, calm and constructive thinking

Your beautiful faces and smiles to help promote the festival

Your transport to and within Prague

Your food and drink for the duration of the festival (breakfast is provided)

**The role:**

**Festival Assistants** work across a variety of venues from the afternoon until late evening and take it in turns to see the various performances whilst on duty. Key responsibilities are ticket sales and money handling, customer service, ushering, and company/technician liaison.

**See the Job Description for full details.**

