



Glasgow Cathedral Festival is seeking a friendly and efficient Production Assistant to join our team for a few days this September/October, to help with the smooth running of our events.

Reports to: Manager, Production Manager, Artistic Director

Fee: £300

Commitment:

- 2 hours training (time tbc)
- 1300 - 2300 daily from 29 Sept - 1 Oct (2 hour-long breaks included)
- 4 hours clear up (2 - 3 Oct, times tbc)

Duties to include:

- Helping to prepare for and clear up after all GCF2022 events, including:
 - moving furniture, staging etc around the cathedral as required
 - assisting with the setup of lighting and staging at the beginning of the festival, and helping to clear this up once the festival is over
 - setting up and clearing away the bar, flooring and box office daily
- In conjunction with the Production Manager helping to run Front of House during all GCF events:
 - acting as lead usher within a team of temporary staff, ensuring that others understand their responsibilities and are fulfilling their duties
 - selling tickets and checking patrons in
 - selling programmes and merchandise
 - serving food/drink at interval and/or before events
 - keeping accurate box office and bar records
 - acting as an ambassador for GCF and assisting patrons with any queries

The lists of responsibilities above are not exhaustive. The Production Assistant may be required to perform duties outside of these as operationally required, and at the discretion of the Festival team.

To apply, please send a CV and short covering email with details of relevant experience to Rachel Thomas, Festival Manager: rachel@gcfestival.com. **Deadline for applications is 5pm on 24 August 2022.**