

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 2018 festival starts on Friday **25th May** and ends on Saturday **2nd June**. International Festival Assistants are required to be in Prague from Wednesday **23rd May** to check into their accommodation. All Festival Assistants take part in compulsory training on Thursday **24th 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 (23rd May – 3rd 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.

