



## Job Description

### Freelance Production Assistant

### Edinburgh Festival Fringe 2025

**Job Title:** Freelance Production Assistant

**Reports to:** Lead Producer / Associate Producer

**Location:** Edinburgh (Remote until August then must be on-the-ground in Edinburgh from late July until end of Fringe)

**Contract terms:** June/July: approx. half a day per week, August: approx. 4 half days per week to a maximum of 20 days across the contract.

**Engagement Period:** June-September 2025

**Rate of pay:** £2,000 fee

**Submission:** CV and a cover letter of no more than 750 words or a video/voice file (max 5min) to [frodo@rhymeswithpurple.net](mailto:frodo@rhymeswithpurple.net)

#### Overview

Rhymes with Purple (RwP) is a Production Company run by an award-winning Producer, Playwright, and Director. With 20 years of experience working across many genres both in the UK and internationally, RwP specialises in producing for international artists and companies working in theatre, circus, comedy, & dance at the Edinburgh Festival Fringe. This role is ideal for an early career Producer with a passion for the arts and a keen interest in learning about producing at the Edinburgh Festival Fringe. The successful candidate will play a key role in delivering producer services for our portfolio of shows at the 2025 Fringe, liaising with venues and artists, and being an essential on-the-ground presence during the festival. RwP can work with up to 9 shows at Fringe.

#### Responsibilities

- Assist the Lead and Associate Producers in the overall delivery of services to RwP's portfolio of client shows at the Edinburgh Festival Fringe 2025
- Liaise with client companies and venues to coordinate logistics, schedules, and technical requirements
- Act as direct support during the Fringe, supporting client's shows, managing client relations, and troubleshooting as required
- Provide administrative support, including updating files, calendars and schedules, tracking budgets and payments, creating invoices, maintaining communication with companies, and sending emails

**Required Skills**

- Familiarity with the Edinburgh Festival Fringe in particular, and Arts Festivals in general
- Exceptional organisational skills and attention to detail
- Excellent communication both written and verbal
- Creative thinking and imagination
- Comfortable working solo and within a team
- Ability to work flexibly including evenings and weekends during Fringe

**Desirable Skills**

- Dedication and a sense of humour
- Familiarity with Microsoft Office suite including Excel
- Familiarity with Google Docs and Sheets

**Other Information**

- Good flexibility available on days/hours worked
- Venue passes supplied for all show venues
- Excellent networking opportunities
- A great opportunity for someone looking for experience in Arts Producing at the Edinburgh Festival Fringe

**Location**

The successful applicant can work remotely July but will be required to be in Edinburgh for the duration of the Edinburgh Festival Fringe 2025. Accommodation will not be provided.