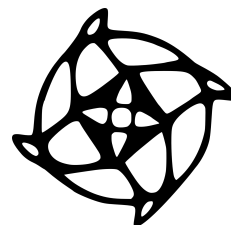


Beltane Fire Society Ltd.

16 East Cromwell St,
Edinburgh, EH6 6HD

chair@beltane.org | www.Beltane.org

Registered charity in Scotland: SC040137 Company number: SC341753



Front of House Coordinator

Job Title: Front of House Coordinator

Location: Home working plus in-person meetings in Leith (North Edinburgh) and festival dates in Edinburgh

Fee: £1400 per festival (starting August 2025) and £15-17 per hour for induction time, number of induction hours and rate to be negotiated based on experience (in April 2025)

Terms: Self-employed freelance. Anticipated 1 day per week during festival run-up plus event days - see below

Reporting to: Festival Coordinator and Board of Trustees.

Responsible for: Festival participants, GOs, Security and Box Office Personnel, Merchandise and FOH, BFS Stewards

Internal relationships: Festival Coordinator, Production and Site Coordinator, Press and Communications Coordinator, The Blues and Group Organisers, Festival Participants, The Board of Trustees (including the Treasurer)

External Relationships: Festival Stakeholders, Members of the public, Responsible Authorities, Operational Suppliers (First aid, Security, Box Office).

While this position will officially commence on the 1st of August for the Samhuinn 2025 festival, we would like to have the coordinator in post in order to shadow essential festival moments for Beltane 2025 as part of their training.

Job Description

The Front of House Coordinator will oversee the public facing, front of house, areas of the Beltane Fire Festival. The coordinator will oversee the recruitment, training and supervision of Group Organisers with a team of up to 40 BFS Stewards, a team of Box Office workers (Contracted from Citizen Ticket) and will work alongside the operational commander from our security contractor to assist with public safety at the event and delivering of the FOH Audience Experience Strategy.

Responsibilities and Duties

- To work alongside the Festival Coordinator in upholding and delivering the Event Management Plan and the Audience Experience Plan

- Updating and amending the plan in order to ensure public safety and improve the audience experience.
- To undertake some key roles normally commensurate with that of a Group Organiser (GO):
 - To attend some of the weekly GO meetings (Tuesday evenings, 7pm) (by arrangement with the Festival Coordinator and the Stewarding GOs)
 - To provide a Risk Assessment particular to the roles and individuals involved in enacting the FOH plan
 - To support the Voluntary Stewarding Coordinator (Group Organiser) with administration of Stewarding groups, ensuring that all stewards have met the minimum standards and expectations for their role at the festival
 - In lieu of a voluntary Stewarding Coordinator (Group Organiser), to administer the stewarding groups and ensure that all stewards have met the minimum standards and expectations for their role at the festival.
 - To comply with GDPR and BFS financial policies.
- To liaise with the Festival Coordinator and Head of Security (SIA) where necessary to ensure that the event site is appropriately prepared for the stewarding plan, and then be onsite during the Festival in a Supervisory Capacity in relation to BFS Volunteer Stewards and any Voluntary Stewarding Group Organisers.
- To provide guidance and logistics support to members working on projects that are primarily audience-interactive, such as Remembrance and Wishing spaces.
- To represent the Society to members of EPOG (Event Planning Organisational Group) at on-site meetings with City of Edinburgh Council officials, the Police and other emergency services, taking guidance and leadership from the Festival Coordinator prior to meetings, where necessary.
- To attend a planning meeting with our Box Office Contractor, developing and implementing a plan to help make the entrance run as smoothly as possible and the queues and entrances to our festival a welcoming space.

Essential Attributes:

- Experience working in a vibrant and diverse community of creatives
- Proven track record of customer service in a supervisory role
- Experience of working in large scale live event setting
- A confident, friendly manner, able to work independently and under pressure
- Excellent time-management
- Strong administrative skills including proficiency in Microsoft Office Suite and, Google Workspace

- Leadership skills with the ability to lead and motivate others
- A flexible approach to the role

Desired Attributes:

- Experience of our festivals
- Current First Aid qualification
- Relevant qualifications, Licences and Training (SIA, Customer service,)
- A full Clean UK Driving Licence

Terms and Conditions:

- The Front of House Coordinator position offers an 8 month contract from April to November (officially taking over the role from August).
- This is a freelance role. You will be responsible for your own tax and national insurance contributions.
- You will be required to manage your own time and workload although it is to be understood that at times you may be expected to work such hours as necessary in order to deliver the festival successfully.
- You must be legally able to work in the UK.

Key Dates:

Essential dates for Beltane 2025; shadowing the current FOH Coordinator
(Other dates are negotiable between current Coordinator and trainee Coordinator depending on events experience and Beltane Fire Society knowledge and will be paid on an hourly basis.):

Either 13th April - Walkthrough 1 &/or 27th April - Walkthrough 2
30th April - Beltane Fire Festival 2025

Essential Dates for Samhuinn are not yet organised but will include

August -

GO WEEKEND Meeting

Open meeting - Introduce yourself and recruit Stewards and FOH team members

October -

Walkthrough 1

BUSK performance

Walkthrough 2

31st October 2025 **Samhuinn Fire Festival 2025**

November -

1st November - Derig

A contractors debrief meeting

Application Process:

1. Application closing date: 10th February 2025 12:00 noon
2. Interview date: To be arranged in March 2025
3. Intended Start Date: early April 2025

The contract will be from the 1st April 2025 until the 30th Nov 2025 inclusive with the intention that this will become a yearly rolling contract if both parties agree. This will include shadowing elements of the Beltane 2025 festival and committing to Samhuinn 2025 as FoH Coordinator.

To Apply:

Please submit:

- A CV outlining your relevant experience.
- A cover letter of no more than 2 pages outlining:
 - Your relevant skills and experience
 - Why this role appeals to you
- Please make the Email Subject "Front of House Coordinator Application"

Please send CV and covering letter to the Chair at chair@beltane.org by noon on 10th February 2025