



Audience Coordinator Position

(Temporary position starting early October for a 4-6 week period)

Background:

The ideal candidate will be bright, ambitious, extremely hard working, fast learner, a great communicator, computer literate and must have an ability to work under pressure. Audience experience is not essential but helpful and a proven interest in comedy, theatre or general entertainment is advantageous. This is an ideal opportunity for an individual seeking to gain grass roots experience in the entertainment field.

TV recordings:

TV Recordings is the internal audience management company for Avalon run by the marketing department. Established in 1997 the company has grown considerably over the past 12 years and now handles Television and Radio audiences for a number of major external production companies, as well as all Avalon productions, Shows have included: The Frank Skinner☿ Opinionated; Al Murray☿ Happy Hour; Russell Howard☿ Good News; Harry Hill☿ TV Burp, Lee Nelson☿ Well Good Show.

Experience:

Not essential but previous experience in a media or a customer facing role is advantageous.

Salary: On application

Main Duties

- ~ Responsible for day to day management of TV Recordings (e.g email correspondence with members, announcement of new shows, show administration)
- ~ Attend and represent TV Recordings at recording studios, liaising with the production team onsite and handling the audience for the show.
- ~ Ensuring the audience are given drinks prior to the show and that they are seated in the studio on time, and abide by any pre-agreed seating plan if necessary.
- ~ Management of audience guest list, including VIP guests.
- ~ Checking tickets of audience members, and ID of any person suspected to be under the age of 16, or any other age limit pre-determined by the production team.
- ~ Turning away any late-comers who cannot gain access to the studio due to the first-come-first-served over-allocation policy.

~ Accompany audience throughout the show in case of any enquiries from production staff needing to be relayed to studio ushers.

~ Exit flyering studio audience when required.

Environment: The person must be prepared to commit their time to late night and weekend work.

Reporting to: Senior Marketing Executive

Please email CVs to marketingrecruitment@avalonuk.com