



Assistant Producer (Participation)

Position Description

ABOUT MELBOURNE FRINGE

Melbourne Fringe deepens participation in the cultural life of Melbourne, sparking discovery about the arts, our city, our citizenship and ultimately about ourselves.

We celebrate cultural democracy: the idea of art for anyone. Our open access policies, our commissioned public art works and our artist development programs are the keys to us achieving our vision. We embrace risk by relinquishing control because we are owned – wholly and joyfully and completely – by our participants.

Our 18-day annual open access festival in September showcases work from the margins and creates artistic frameworks that empower the individual and privilege difference. We maximise participation for all people, regardless of experience, age, gender, race, sexuality, culture, ability or political persuasion. Freedom of expression is fundamental to our work, and our festival transcends conventional viewpoints of talent, content or priority to allow anyone to make and present work.

That's why Melbourne Fringe is the most adventurous, inclusive, all-encompassing multi-artform festival in Australia. Every year we feature more than 3000 artists from every discipline you can name, and a few others besides, performing 400+ events in over 150 metro and regional venues to an audience in excess of 300,000 people.

We provide platforms for work in every artform, across the blurry edges in between, and at the frontiers of what we might call art. The festival is a celebration of our values and our community, and it provides an opportunity to create and to play in unusual circumstances and with surprising outcomes.

Our commitment to cultural democracy uncovers talent, extends artistic practice, empowers individuals and encourages risk-taking, enabling discovery about artists and art forms, our city and its inhabitants; and ultimately about ourselves.

Melbourne Fringe respectfully acknowledges the Boon Wurrung and Wurundjeri people of the Eastern Kulin nation. We recognise that our interactive venues, performance spaces, theatre and offices are firmly enrooted into the soil of Kulin country, with that we pay our respect to the custodians of this city; the Elders, past, present and future.

VALUES

Bravery / Collaboration / Diversity / Inclusivity / Independence

THE ROLE

Position	Assistant Producer (Participation)
Reporting to	Producer – Artists, Venues and Events
Direct Reports	N/A
Lateral Relationships	Works closely with Administrator, Artist & Venues Liaison, Senior Producer, and Business Operations & Systems Manager.
Stakeholder Relationships	Festival Venues, Artists and Participants, Commercial Producers
Position type	Fixed-term contract: 98 days between April and October (average 3-4 days per week), to be negotiated with your manager upon commencement of the roles. One-month probation period applies. This position has been funded by Creative Victoria’s Talent Matters program to support the career development of a person with disability, or who is Deaf or hard of hearing.
Salary	\$49,200 pro rata (Total contract fee is \$18 544 plus entitlements)
Commencement	It is preferable that the candidate is available to commence work from 8 April (negotiable)
Benefits include	<ul style="list-style-type: none">• Superannuation at 9.5%• Four weeks annual leave (pro rata) – annual leave will be paid out on completion of contract• Employee Assistance Program• Bespoke mentorship program designed to assist the successful candidate in continuing to develop their career as a producer

POSITION SUMMARY

The **Assistant Producer (Participation)** is a key support role which assists with the day-to-day running of the Melbourne Fringe Open Access Program. This artist-facing role forms part of the **Participant Services team** and is an ongoing point of contact for artists and producers taking part in the Festival.

Duties include: providing administrative and system support to facilitate the smooth running of the registration process; collating large volumes of information across different aspects of the program; maintaining systems for good record keeping; and general administration tasks for the Participant Services team.

Other key duties relate to liaising with all artists regarding their Festival events and supporting the delivery of services and resources to artists and venues in the lead-up to the Festival.

The Assistant Producer (Participation) will possess high level customer service skills, strong attention to detail and a desire to work with artists from all different levels of experience.

ACCESSIBILITY

Melbourne Fringe is an equal opportunity employer and will work with the successful candidate for any appropriate **workplace adjustments**. This is a change to work process, practice, procedure and/or environment that will enable a successful candidate with disability to perform this role in a way that minimises the impact of their disability. Melbourne Fringe will provide necessary access services or requirements as reasonably requested by the successful candidate.

Inherent Physical Requirements

The physical requirements of your position are consistent with those of an Assistant Producer in a major festival. Melbourne Fringe encourages you to advise us of any access needs (pre-existing, or any that may arise) that may have impact on your work. We are committed to ensuring access requirements are met.

KEY DUTIES AND RESPONSIBILITIES

Administration

- Assist in the scheduling, information dissemination and day-to-day questions about the Festival program
- Assist with systems and processes for delivering the artist registration process and provide key administrative support for the Festival's registration system
- Assist in the development of communication plans and disseminate correspondence to artists and venues
- Assist in the administration and delivery of the of the Fringe Hub and Club Fringe
- Working closely with the Administrator to ensure administrative aspects of festival participation are completed, including artists' public liability insurance, artist passes, etc
- Contribute to statistics reporting and evaluations
- General administrative and office reception duties as required

Participant Services

- Maintain high level customer service and support for all artists
- Be a key point of contact for artists, staff, volunteers, stakeholder and general public enquiries regarding participating in the Open Access Program
- Compile artist specific resources and assist with their distribution
- Coordination and supporting the delivery of Fringe FAQs and information sessions
- Assist with the research, compilation and promotion of development opportunities for Melbourne Fringe artists
- Carry out tasks pertaining to the Festival's access initiatives including participant support and ensuring accuracy of access information for venues and events in the Festival
- Contribute to program proofing

General

- Any other relevant duties as directed by the Producer – Artists, Venues and Events, Senior Producer or Creative Director & CEO
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period.
- Coordination of volunteers and interns where appropriate
- Represent Melbourne Fringe at meetings, functions and industry events where appropriate

Key Selection Criteria

- Lived experience of Deafness or disability – applicants who are deaf or have disability are strongly encouraged to apply.
- Passion for the work of Melbourne Fringe
- Knowledge of the performing or visual arts
- Strong interpersonal and communication skills
- High level of computer literacy
- Resilience and ability to work under pressure
- Sense of humour

About Role Statements

As Melbourne Fringe evolves to meet the changing needs of the Festival environment, the roles required of all its staff will evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Melbourne Fringe is an Equal Opportunity Employer who values diversity in the workplace. As such, we encourage applications from women, Aboriginal and/or Torres Strait Islander Australians, people with diverse cultural backgrounds and it is our policy to consider workplace adjustments for qualified applicants with disabilities. Melbourne Fringe is an LGBTIQ friendly organisation. This position has been funded by Creative Victoria's Talent Matters fund, and has been identified for a candidate with disability or who is Deaf.

TO APPLY

In a one-page cover letter, please tell us why you're the perfect fit for the Assistant Producer (Participation) position and in a separate document please briefly address the Key Selection Criteria.

Then combine your cover letter, key selection criteria, and a brief CV into a single PDF (it's an excellent first test!) and send via email to jobs@melbournefringe.com.au with the subject line "Assistant Producer (Participation)". Please advise us in the body of the email if you have any access requirements for the interview process.

If there is a more accessible way you would like to submit your application, please get in touch with us (details below) to discuss potential alternatives.

Applications must be received by 5:00PM on Monday 11 March. Interviews will be held between 18 March and 22 March (pending confirmation of any required access services), with the successful candidate commencing 8 April (negotiable).

This position has been funded by Creative Victoria's Talent Matters fund, and has been identified for a candidate with disability, or who is Deaf or hard of hearing.

For more information about this role please contact **Tom Browne** on 9660 9600 or tom@melbournefringe.com.au. You can also call our office via the National Relay Service on 13 36 77 and then 03 9660 9600. Video relay users choose the available NRS video relay contact on Skype and ask for 03 9660 9600. SMS relay users phone 0423 677 767 and ask for 03 9660 9600.

If you have any questions about the accessibility of Melbourne Fringe please get in touch with **Carly Findlay**, Access & Inclusion Coordinator, on 9660 9600 carly@melbournefringe.com.au.