

# Assistant Producer (Deadly Fringe)

## Position Description



## ABOUT DEADLY FRINGE

Deadly Fringe is an industry collaboration between Koorie Heritage Trust and Melbourne Fringe, designed to support Producers and Artists who identify as Aboriginal and/or Torres Strait Islander.

In 2018 the Deadly Fringe program consisted of three performance events presented in partnership with ILBIJERRI Theatre Company: Bighouse Dreaming, Matriarch and Liyan. The Deadly Fringe program also provided engagement and support for all other Melbourne Fringe First Nations artists.

In 2019 the Deadly Fringe program is partnering with Koorie Heritage Trust and will include 2-3 visual artists presenting work in galleries and public spaces. The program will also consist of a mid-year callout for two new performance works to be presented as part of the 2020 Deadly Fringe program, and will continue to provide engagement and support for all First Nations artists participating in Melbourne Fringe.

## 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, enables free expression, empowers individual choice and encourages artistic risk-taking. Melbourne Fringe creates a culturally engaged citizenship that celebrates new ideas, re-discovers aspects of itself and of our city so as to see the world anew.

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, and with that we pay our respect to the custodians of this city; the Elders, past, present and future.

# VALUES

Bravery / Collaboration / Diversity / Inclusivity / Independence

# GOALS

**INSPIRATION:** To create a festival context that enables profound and surprising experiences, celebrating adventure, difference, and Melbourne itself.

**PARTICIPATION:** To facilitate engaged participation in the arts, supporting freedom of artistic expression and inclusiveness of our population.

**INCUBATION:** To strengthen the independent arts, developing artists' skills and providing platforms for the advancement and recognition of their work.

**EVOLUTION:** To enable the development of our organisation, maximising our impact and reach through strategic partnerships and operational excellence.

# THE ROLE

<b>Position</b>	<b>Assistant Producer (Deadly Fringe) – Two positions available</b>
<b>Reporting to</b>	Associate Producer (Artistic Development)
<b>Direct Reports</b>	None
<b>Lateral Relationships</b>	Works closely with the Senior Producer, Producer (Artists, Venues and Events), fellow Assistant Producer (Deadly Fringe), the Marketing and Communications Manager, and the Funding Strategy & Evaluation Manager.
<b>Stakeholder Relationships</b>	Artists, Cultural Partners, First Nations Communities, Elders, Festival Venues, Arts Industry
<b>Position type</b>	Fixed-term contract: the successful candidate would ideally be available for approximately 2-3 days per week during peak periods (April, May, August, September) and 1-2 days per week during lower intensity periods (June, July, October). Actual days worked will be dependant on the successful candidate's availability and can be negotiated.
<b>Rate of Pay</b>	\$49,200 per annum (pro-rata) – total contract fee dependant on availability
<b>Commencement</b>	It is preferable that the candidate is available to commence work from 8 April (negotiable)
<b>Benefits include</b>	<ul style="list-style-type: none"><li>• Employee Assistance Program</li><li>• Career mentorship from a senior First Nations producer working in the arts sector</li></ul>

# POSITION SUMMARY

The two Assistant Producer positions are part of the Deadly Fringe program. The positions are designed to facilitate emerging First Nations producers to gain insight into the role of a Producer in a contemporary multi-artform festival, and to develop professional skills with the guidance of the Fringe Festival team and with mentorship from a senior First Nations producer working in the arts sector. Where schedules permit, the two Assistant Producers will work on the same days / at the same time as a collaborative team.

The Assistant Producers will be helping to produce the 2019 Deadly Fringe program, which will include two visual art commissions and two creative developments for new performing arts projects. The Assistant Producers will also work alongside the Deadly Ambassadors to coordinate their work, and to assist engaging with First Nations communities. They will organise the Yarning Circles as safe cultural spaces for First Nations artists to meet and discuss their creative work, they will coordinate connections between First Nations artists and Elders, they will contribute to the Melbourne Fringe marketing plan and engagement strategies, and they will work to support all First Nations artists participating in the 2019 Melbourne Fringe Festival.

The Assistant Producers may from time to time also assist the Projects and Programs team on a range of tasks involved with facilitating First Nations artists' and venues' participation in Melbourne Fringe's programs, including the open access Independent Program, the Creative Program, Fringe Hub and Club Fringe.

# KEY DUTIES AND RESPONSIBILITIES

## Deadly Fringe Program

Work as an Assistant Producer in a collaborative team on the Deadly Fringe program to support:

- Visual artists presenting work in Deadly Fringe in the 2019 Melbourne Fringe Festival
- Performing artists undergoing creative development for Deadly Fringe presentation in the 2020 Melbourne Fringe Festival
- Marketing and community engagement strategy, with support from the Melbourne Fringe marketing team, to engage with and broaden the First Nations audience participation in the Festival
- Presentation of the Deadly Fringe visual arts events at the 2019 Melbourne Fringe Festival
- Coordination and running of the Yarning Circles (safe cultural spaces for First Nations artists to meet and discuss their creative work)
- Coordinate the Deadly Ambassadors work in community outreach and develop community engagement plans and outreach.
- Organise and manage the engagement of Elders for Deadly Fringe events (e.g. the Yarning Circles) and other events (e.g. Welcome to Country for Melbourne Fringe)
- Evaluation and documentation of the Deadly Fringe program

## General

Work as part of the collaborative Programs and Projects Team at Melbourne Fringe to support the:

- Engagement and community outreach for First Nations artists to participate in the Melbourne Fringe Open Access Program
- First Nations artists presenting work in Melbourne Fringe
- Programming of the Fringe Hub
- First Nations artists participating in other artist development programs (e.g. the Navigate mentorship program)
- Development of a community engagement plan through meeting and expanding existing relationships with cultural institutions

- Coordination of cultural competency training for Melbourne Fringe staff
- Attend where appropriate: festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year
- Fulfil all legal requirements related by program activities

### **Key Selection Criteria**

- Demonstrated knowledge and connection to Aboriginal and Torres Strait Islander peoples and cultures, with the ability to strengthen Melbourne Fringe's engagement with the First Nations community
- An interest in exploring the role of an arts producer, either as a self-producing artist, an independent producer or as a part of an arts festival producing team
- An interest in developing professional skills including project management and planning
- Demonstrated problem solving skills with the ability to think creatively
- Well-developed communication and interpersonal skills

### **Inherent Physical Requirements**

The physical requirements of your position are consistent with those of an Assistant Producer in a major festival. You agree to advise the company of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position.

### **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 Aboriginal and/or Torres Strait Islanders, women, people with diverse cultural backgrounds and it is our policy to consider workplace adjustments for qualified applicants with disability. Melbourne Fringe is an LGBTIQ friendly organisation.

## **TO APPLY**

In a one-page cover letter, please tell us why you're the perfect fit for the Assistant Producer (Deadly Fringe) position and briefly addresses 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](mailto:jobs@melbournefringe.com.au) with the subject line "Assistant Producer (Deadly Fringe)". 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 to discuss potential alternatives.

**Applications must be received by 10:00am Monday 18 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).

For more information please contact: **Danny Delahunty**, Senior Producer, Melbourne Fringe on 9660 9600 or by email: [danny@melbournefringe.com.au](mailto:danny@melbournefringe.com.au).

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](mailto:carly@melbournefringe.com.au).