

Fringe Furniture Coordinator

Position Description

ABOUT FRINGE FURNITURE

Fringe Furniture is Melbourne Fringe's longest-running event, a provocative design exhibition that blurs the line of contemporary art and design. Showcasing market-ready and experimental design of all kinds, Fringe Furniture has provided a platform for artists and designers to exhibit their work for 33 years. Proudly open-access, we don't turn anyone away, giving both emerging artists and industry stalwarts the chance to think outside the box, re-design the box, turn the box into a hat-stand and then set the hat-stand on fire.

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 everyone. Our open access policies, our commissioned public artworks 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 6000 artists from every discipline you can name, and a few others besides, performing 400+ events in over 160 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 culturally engaged citizenship that celebrates new ideas, re-discovers aspects of itself and of our city so as to see the world anew.

VALUES

Bravery / Collaboration / Diversity / Inclusivity / Independence

THE ROLE

Position	Fringe Furniture Coordinator
Reporting to	Associate Producer (Artistic Development)
Direct Reports	Festival Interns & Industry Placements, Volunteers
Lateral Relationships	Working closely with Senior Producer, Producer, Production Manager, Volunteer Coordinator and Marketing & Communications Manager
Stakeholder Relationships	Art & Design Organisations, Universities, TAFEs and Training Programs, Artists/Designers/Makers, Festival Venues, Arts Industry
Position type	Fixed-term contract: 62 days between May and October (average 2-3 days per week). Full availability required during festival period (12-29 September). One-month probation period applies.
Commencement	It is preferable that the candidate is available to commence work from 29 May (negotiable)
Salary	\$51,250 per annum (pro-rata) – total contract fee is \$13,161 plus entitlements.
Benefits	This position has been identified for support through Stepping Stones, Melbourne Fringe's internal professional development program. The successful candidate will receive a tailored program designed to maximise their experience, confidence and career planning in the arts. They will work one-on-one with experienced industry mentors, attend a series of workshops and masterclasses, as well as conducting an official career planning process with internal Fringe staff. The Stepping Stones program is proudly supported by the Hugh Williamson Foundation.

POSITION SUMMARY

The Fringe Furniture Coordinator is responsible for organising and delivering the 33rd annual Fringe Furniture program. The role will work under the supervision of the Associate Producer (Artistic Development) to develop, design, plan and coordinate the logistics of producing a furniture and object design exhibition for the 2019 Melbourne Fringe Festival.

The Fringe Furniture Coordinator is an artist-facing role and is the main contact for all Fringe Furniture participants. The exhibition showcases diversity of skills and ideas in the design sector, and this role is responsible for engaging with designers, makers, and artists of all experience levels to facilitate their submissions of new and bold concepts. This role will also forge connections between emerging designers, independent designers and the design industry, through the organisation and delivery of industry talks and mentorship programs.

There are both curatorial and producing aspects to the Fringe Furniture Coordinator role. The successful candidate will have a strong eye for design, understanding the context of each work being exhibited as well as being able to develop the collection of individual works into a cohesive and well-curated exhibition. They will also have strong producing skills, with responsibilities surrounding the setup and management of the exhibition space, the coordination of freight and delivery of work and the day-to-day management of the venue throughout the exhibition.

KEY DUTIES AND RESPONSIBILITIES

Fringe Furniture

- Engage in outreach to artists, designers and furniture and/or object makers to participate in Fringe Furniture, including through design organisations, TAFEs, universities, and training programs.
- Manage the registration process for participants of Fringe Furniture
- Manage Fringe Furniture artist development activities including mentorships, awards, designer talks, and volunteers
- Work with contract staff to undertake the installation and de-installation of the Fringe Furniture exhibition in consultation with venue staff, as well as the scheduling, delivery and collection/return of artist's artwork and equipment
- Coordinate the Fringe Furniture Launch event
- Liaise with stakeholders such as venue staff, award partners, mentors, talk and tour presenters, suppliers and funding partners
- Provide ongoing support and regular communication with Fringe Furniture participants
- Support the Marketing & Development Team to promote to participants (registrations) and audiences (exhibition dates and activities), as well as liaise with media
- Attend project-related meetings with stakeholders as required
- Support project management of artist mentorship and access projects, including artist liaison, industry connection and evaluation, providing participating artists with advice and support, compiling appropriate resources and relevant information
- Complete accurate and detailed documentation and evaluation for Fringe Furniture

General

- Support an organisational value of innovation
- Support the organisation's need for high levels of customer service.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period.
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Represent Melbourne Fringe at meetings, functions and industry events where appropriate.
- Undertake a detailed self-led professional development program devised according to the Melbourne Fringe framework.
- Liaise with Melbourne Fringe artists, providing support and resources to artists participating in the Melbourne Fringe Festival.
- Fulfil all legal requirements related by program activities.
- Other duties as directed by the Creative Director / CEO or Senior Producer.

Key Selection Criteria

- Passion for the work of Melbourne Fringe
- Knowledge of the art and design sector
- Strong project management, planning and implementation skills
- Demonstrated ability to use creative thinking and resourcefulness in order to solve problems
- Excellent interpersonal and communication skills with the ability to liaise with a wide array of stakeholders
- Sense of humour

Inherent Physical Requirements

The physical requirements of your position are consistent with those of a 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 Statement

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, 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.

TO APPLY

In a one-page cover letter, please tell us why you're the perfect fit for the Fringe Furniture Coordinator 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 "Fringe Furniture Coordinator". Please advise us in the body of the email if you have any access requirements for the interview process.

Applications must be received by 10AM AEST Monday 8 April. Interviews will be held between 15-18 April with the successful candidate ideally commencing 29 May (negotiable).

For more information about this role please contact **Danny Delahunty** on 9660 9600 or 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.