



Broadcast Manager

Position Description

ABOUT MELBOURNE FRINGE

Through arts participation, Melbourne Fringe sparks artistic, cultural and personal discovery for Melbourne and its citizens.

We celebrate cultural democracy: the idea of art for anyone. Our open access programs, our civic art works and our artist development initiatives 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 November 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 the Melbourne Fringe Festival is the most adventurous, inclusive, all-encompassing multi-artform festival in Australia.

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.

Fringe Common Rooms is our year-round venue at Trades Hall which provides a home for the independent arts, presenting live music and events in a licensed space serving as a cultural enterprise integrated into Melbourne Fringe's annual program.

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

Position	Broadcast Manager
Reporting to	Head of Programs & Projects
Lateral Relationships	Works closely with Program Manager (Independent Arts), Communications & Partnerships Manager, Digital Content Coordinator, Technical Manager, Program Manager (Common Rooms) and other Fringe staff
Position type	Full-time, fixed term contract – August to December 2020
Rate of Pay	\$66,625 per annum (pro-rata) – total contract fee dependant on number of days worked
Commencement	As soon as possible
Benefits include	<ul style="list-style-type: none">• Employee Assistance Program• 9.5% superannuation

POSITION SUMMARY

The Broadcast Manager will oversee and coordinate the delivery of high-quality broadcast video for the 2020 Melbourne Fringe Festival. In response to COVID-19, the organisation has created Digital Fringe, a customised web platform built to showcase Melbourne's independent artists. More than just a series of YouTube links, Digital Fringe features a bespoke online video player, a digital foyer with chat and drink ordering, and a seamless "choose your price" payment function. Digital Fringe aims to adapt the Fringe experience for online, recreating the liveness of the Festival context.

The role includes the technical management of all independent and Fringe-produced digital content, overseeing the back end of the Digital Fringe platform and coordinating both pre-recorded and live-streamed video. The Broadcast Manager will liaise with Festival artists to provide technical advice, schedule technical tests and oversee the uploading of artist content to the Digital Fringe platform. They will work closely with the Digital Hub team to ensure broadcast of the highest quality from Trades Hall and other venues.

KEY DUTIES AND RESPONSIBILITIES

Digital Fringe

- Liaise with Festival artists to confirm technical requirements for the Digital Fringe platform, advising on guidelines for types of digital content and providing advice where necessary
- Conduct technical tests for all events on the Digital Fringe platform, providing artists with content delivery instructions to ensure high quality broadcasts
- Manage the setup and implementation of a bespoke video and streaming service, coordinating the delivery of multiple pre-recorded and live-streamed videos
- In conjunction with the Digital Content Coordinator, upload and check content, ensuring excellent file management processes
- Work closely with the Communications & Partnerships Manager to integrate the back end of the streaming platform with the Melbourne Fringe website
- Preview pre-recorded video content to ensure that video and audio is functioning and is ready for presentation
- Quickly and effectively troubleshoot problems as they arise

General

- Provide support and advice to Melbourne Fringe staff concerning technical issues across all digital projects
- Maintain records on the Melbourne Fringe server that are detailed and accessible
- Keep Melbourne Fringe Management Team informed on a regular basis of broadcast-related developments and attend regular production / staff meetings
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period
- Management of volunteers and interns when required
- Other duties as directed by the Head of Programs & Projects, General Manager or Creative Director/CEO.

Key Selection Criteria

- Proven capability for coordinating and delivering high quality broadcast arts content
- Strong planning and organisational skills
- Excellent problem solving skills and the ability to think on your feet
- Strong professional networks with industry suppliers and seasonal staff
- Sense of humour

Inherent Physical Requirements

The physical requirements of your position are consistent with those of a Broadcast Manager 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. 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.

COVID-19

Please note that due to COVID-19 Melbourne Fringe is currently working remotely. The successful candidate will be provided with the appropriate equipment to work safely and efficiently from home. A stable internet connection with speeds suitable for video calls is essential. During the Festival period (12-29 November) onsite work may be required if permissible under the restrictions at the time. Melbourne Fringe has implemented a COVIDSafe plan to ensure the safety of its workers.

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 reasonable 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 Broadcast Manager, briefly addressing the Key Selection Criteria. Then send your cover letter and a current resume to jobs@melbournefringe.com.au. **Applications must be received by 10:00am on Monday 31 August.**

Please note that due to Stage 4 restrictions, the Melbourne Fringe office is currently closed. If you have any questions about the role, please contact **Will Dawson** on will@melbournefringe.com.au, or leave a voice message by calling (03) 9660 9600, and someone will call you back promptly.

If you have any questions about the accessibility of Melbourne Fringe please get in touch with **Carly Findlay**, Access & Inclusion Coordinator, on (03) 9660 9600 or carly@melbournefringe.com.au.