

Program Coordinator (Deadly Fringe)

Position Description



Position	Program Coordinator (Deadly Fringe)
Reporting to	Head of Programs & Projects
Direct Reports	N/A
Lateral Relationships	First Nations Artistic Advisor
Position type	Part-time – Average 0.4 EFT (two days per week), nine month contract. Potential for extension subject to funding.
Salary	Salary range \$50,000 to \$55 000 + 9.5% superannuation
Benefits include	<ul style="list-style-type: none">– Five weeks' annual leave pro rata– A structured career mentorship with an experienced First Nations producer– Cultural support from a First Nations arts leader– Employee Assistance Program– A serious commitment to lunch
Notes	This is an identified position for an emerging arts worker from an Australian First Nations background

ABOUT DEADLY FRINGE

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

In 2017 and 2018 the Deadly Fringe program partnered with ILBIJERRI Theatre Company and consisted of five performance commissions and 2019 and 2020 the Deadly Fringe program partnered with Koorie Heritage Trust to commission five emerging visual artists. In 2021 we will partner with both organisations to support the presentation of six commissioned works from performers, visual artists and designers.

The Deadly Fringe program also provides producing and cultural support for all First Nations artists involved with Melbourne Fringe, including free registrations and other support to engage and develop First Nations artists.

ROLE SUMMARY

The Program Coordinator (Deadly Fringe) is part of the Programs & Projects team. This entry-level role is designed to support an emerging First Nations arts worker to develop their skills in a multi-artform organisation. It is perfect for someone interested in facilitating artistic opportunities for First Nations artists in a supported environment.

The Program Coordinator (Deadly Fringe) will work on the 2021 Deadly Fringe commissions program, as well as additional events such as workshops and talks. They will also work more broadly to support all First Nations work in the Festival and in our year-round venue Fringe Common Rooms.

They will also work with Melbourne Fringe's First Nations Artistic Advisor to help to develop our engagement with First Nations communities through community connections and activities such as the Deadly Fringe Yarning Circles, marketing and engagement strategies, and supporting community engagement through the Melbourne Fringe Artist Council.

The Program Coordinator (Deadly Fringe) is for an emerging arts worker who is interested in developing their skills and becoming a future leader in the arts. They will report directly to the Head of Programs & Projects and be supported in their work by the First Nations Artistic Advisor, a senior role on-staff who will be leading strategy and planning for the Deadly Fringe program and First Nations engagement. They will have additional support from outside the organisation, through our external cultural support consultant who is a senior First Nations leader in the arts as well as a structured mentorship program with an experienced First Nations producer working in the arts sector who will focus on their professional development.

EQUITY STATEMENT

Melbourne Fringe conducts the majority of our work on the lands of the Wurundjeri and Boon Wurrung peoples of the Kulin Nation. We pay our respect to the Elders of these traditional lands, and to all Aboriginal and Torres Strait Islander People. We acknowledge that there is a deep and rich history of storytelling and culture that has been occurring on these unceded lands for many thousands of years.

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, Deaf & disabled, people of colour, transgender and gender-diverse, and women. We work hard to embed equity throughout our organisation, and we strive to create safe and flexible working environments for our team. We have a reputation as a caring, safe, energetic, fast paced workplace that values our people, their mental health and what they have for lunch as key priorities.

We consider reasonable adjustments for qualified applicants with disability. 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.

KEY RESPONSIBILITIES

Deadly Fringe Commissions

- Provide producing support for the presentation of the Deadly Fringe commissions, which include one visual arts exhibition at SEVENTH Gallery, one design commission to be presented at Linden New Art as part of Design Fringe, four performing arts seasons from emerging artists (venues TBC)
- Coordinate a mentorship and support program for the six participating Deadly Fringe artists
- Contribute to the planning and delivery of a major visual arts exhibition presented in partnership with Koorie Heritage Trust in their gallery space

First Nations Engagement and Support

- Provide support and assistance for all First Nations artists participating in Melbourne Fringe, whether as part of the Festival or in our year-round venue (Common Rooms)
- Coordinate and run the Yarning Circles, which are safe cultural spaces for First Nations artists to meet and discuss their creative work
- Contribute to the invitations to and support of First Nations Elders for key Deadly Fringe events (e.g. the Yarning Circles) and other events at Fringe (e.g. Welcome to Country)
- Coordinate the First Nations members of the Melbourne Fringe Artists Council and assist them with their work in community engagement and artist outreach
- Assist the Melbourne Fringe marketing team with marketing and community engagement strategies, to engage with and broaden First Nations audience participation
- Assist with the documentation and evaluation of the Deadly Fringe program

- Work with the Head of Programs & Projects to strengthen relationships with the Deadly Fringe program partners: ILBIJERRI Theatre Company and Koorie Heritage Trust, as well as other leading First Nations arts and community organisations

General

- Conduct work according to Fringe’s guiding principles of artists first, creativity, human rights, intersectionality, playfulness, risk-taking, self-determination and universal access
- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns and other stakeholders
- Demonstrate a commitment to continual improvement and 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.
- Undertake a detailed professional development program devised according to the Melbourne Fringe staff development framework.
- Fulfil all legal requirements related by program activities.
- Other duties as directed by the Head of Programs & Projects.

CORE COMPETENCIES

To succeed in this role, candidates will need to meet these core competencies:

- Demonstrated knowledge and connection to Aboriginal and Torres Strait Islander peoples and cultures, with the ability to strengthen Melbourne Fringe’s engagement with First Nations communities
- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- An interest in exploring the role of an arts producer or arts manager, either as a self-producing artist, an independent producer or as a part of an arts festival programs team
- Demonstrated problem solving skills with the ability to think creatively
- Well-developed communication and interpersonal skills
- Resilience and ability to work effectively under pressure
- A sense of humour

Inherent Physical Requirements

The physical requirements of your position are consistent with those of an administrative role in a major arts organisation. 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 Statement

Melbourne Fringe is operating under a COVIDSafe plan to ensure the safety of its workers. The organisation is currently working remotely three days per week, with two days conducted in-person at our offices in Southbank. On remote working days staff may choose to work from the office or another location, but all meetings will be conducted via Zoom or Microsoft Teams. A stable internet connection with speeds suitable for video calls is essential if working from home.

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.

APPLICATION PROCESS

We get it – no-one likes responding to key selection criteria. So we won't make you! To apply for this role, fill out [this Expression of Interest form](#) explaining who you are, why you want to work at Melbourne Fringe and what makes you the best candidate for the role. Then attach your CV at the end and hit submit before **11.59pm AEST, Sunday 11 April**.

We will then conduct a series of short and sharp interviews with potential candidates via Zoom. Please let us know if you have any accessibility requirements for the interview. If you have any questions about this role, please contact Danny Delahunty on danny@melbournefringe.com.au or by calling (03) 9660 9600.

ABOUT MELBOURNE FRINGE

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, cohesive, optimistic and empathetic society.

Since 1982, we have committed to open access platforms at the heart of our work, celebrating freedom of artistic expression and independence. By creating a safe space for the unsafe, we encourage risk-taking by artists and audiences, and we embrace risk ourselves by relinquishing curatorial control because we are made – wholly and joyfully and completely – by our participants.

We amplify voices from the margins and remove barriers to access and inclusion, maximising diversity and enabling participation regardless of experience, age, gender, race, sexuality, culture or ability. We particularly prioritise First Nations peoples and cultures, respectfully continuing a tradition of storytelling on these lands that has been central to culture since the beginning of time.

Our commitment to civic participation sees our work explore the intersection between art and citizenship by producing bold new public artworks that enable the active participation of non-artists. Our venue is a cultural enterprise, providing a year-round home for our activities and for our community to come together. Our sector development programs ensure the arts ecology is supported as we develop artists' skills and lead cultural conversations.

GOALS

From 2021-2025, our organisation will drive change through the following **five goals**:

- 1: **Democratise** artistic participation
- 2: **Provoke** social change
- 3: **Inspire** artistic risk-taking
- 4: **Strengthen** Melbourne's independent arts community
- 5: **Sustain** our artists, our organisation and our planet