

Program Coordinator (Club Fringe)

Position Description



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| Position | Program Coordinator (Club Fringe) |
| Reporting to | Fringe Hub Producer |
| Direct Reports | N/A |
| Position type | Fixed-term, variable hours contract from 3 May – 5 November 2021. Indicative hours are as follows: May – June: 0.4 FTE July – Mid-August: 0.6 FTE Mid-August – October: Full-time (outside of work hours required during Festival) 5 days post-festival for reporting and evaluation. |
| Salary | \$50,000 - \$55,000 + 9.5% superannuation |
| Benefits include | – Employee Assistance Program – A serious commitment to lunch. |

ROLE SUMMARY

The Program Coordinator (Club Fringe) is central to the delivery of the 2021 Club Fringe program, the series of late-night parties happening throughout the Festival, as well as for the rollout of one-off special events, such as the Program Launch and other events that may occur throughout the Festival. An understanding of events management, a love of big party nights and a strong knowledge of, and engagement with, the independent arts sector in Melbourne will be central to this role.

Reporting to the Fringe Hub Producer, this position also works collaboratively with the Creative Director & CEO and the Head of Programs & Projects to take the conceived Club Fringe program and deliver it as a series of fun, energy-driven party nights. Event management will be your wheelhouse – everything from liaising with artists about the programming to planning run-sheets down to the minute and managing the parties on the night. Your knowledge of the local arts and events sectors will help you in curating the best line-ups of artists and DJs, while your excellent communication and administrative skills will make sure the whole program is planned out and delivered smoothly.

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

Event Programming

- Along with the Creative Director & CEO and the Head of Programs & Projects, contribute to the programming and selection of artists for key events being produced by Melbourne Fringe
- Coordinate the planning and delivery of the Kids Club and manage partner and artist relationships
- Ensure that Club Fringe and other special events are programmed to reflect the diversity of the broader Melbourne community

Event Planning

- Plan the delivery of each Club Fringe night with detailed logistical plans and run-sheets, liaising or delegating aspects of event planning to Club Fringe presentation partners where appropriate
- Coordinate special events including the Festival Program Launch and Festival Awards Night, with responsibilities across logistics, catering, entertainment, VIP liaison and artist liaison
- Manage the delivery of big vision events within tight budgets
- Work with the Hub Producer regarding dates, times, access and technical support for all events
- Work with the Business & Operations team to coordinate appropriate staffing for all events
- Manage contracts and payment processes for artists and DJs
- Work with the Marketing team to promote Club Fringe events, and coordinate artist responsibilities to promote events they feature in
- Liaise with the Marketing and Development teams regarding fulfilment of contractual obligations to Melbourne Fringe sponsors
- Keep Melbourne Fringe core staff informed on a regular basis of the projects' development and attend regular production / staff meetings at the Melbourne Fringe office
- Ensure all events are planned with reference to Melbourne Fringe's commitment to accessibility and inclusivity

Event Delivery

- Meet and greet artists performing at Club Fringe, and coordinate technical and special requirements with production and technical staff
- Be a key point of contact for and between artists, production and technical staff, bar staff, front of house, volunteers, security, Auslan interpreters, and core Fringe staff
- Work with Club Fringe Interns in running the events, supervising stage management responsibilities and managing artist call times, as required
- Manage timing and process for turnaround of the various Club Fringe states
- Provide supervision and management of volunteers and any support staff
- Support the rollout of any Festival design elements created for Club Fringe
- Coordinate the planning, delivery, and programming for any additional special events, including managing key stakeholder relationships

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 Hub Producer or Head of Programs & Projects

CORE COMPETENCIES

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

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Demonstrated events management experience, preferably in an arts or festival context
- A strong working knowledge of the independent arts sector
- Highly developed interpersonal skills
- Strong project management, planning and problem-solving skills with the ability to multi-task
- Creative thinking and resourcefulness, with the ability to think laterally
- Experience achieving fabulous things on limited budgets
- Resilience and ability to work effectively under pressure
- A sense of humour

Inherent Physical Requirements

The physical requirements of your position are generally consistent with those of an administration role in a major arts organisation for most of the contract, with extended physical requirements during delivery periods that are consistent with those of a stage or events manager; during the Festival this can include a lot of time on your feet, physical tasks such as moving chairs and late nights. 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