

Fringe Hub Producer

Position Description



Position	Fringe Hub Producer
Reporting to	Head of Programs & Projects
Direct Reports	Program Coordinator (Club Fringe)
Position type	Fixed term, variable hours contract from 3 May – 2 November 2021 Indicative hours are as follows: <ul style="list-style-type: none">- 3 May – 28 May: 0.6 FTE- 31 May – 10 September: 0.8 FTE- 13 September – 17 October: Full-time- 18 October – 5 November: 0.4 FTE
Salary	\$60,000 - \$65,000 p.a. + 9.5% superannuation
Benefits include	<ul style="list-style-type: none">– Employee Assistance Program– A serious commitment to lunch

ROLE SUMMARY

The Fringe Hub Producer is a key contract role responsible for the planning and delivery of the annual Fringe Hub venue at Trades Hall in Carlton. This important role forms part of the Programs & Projects team and is best suited to a savvy producer or events professional with experience in artist engagement, venue management and operational delivery.

The position is responsible for ensuring the smooth operations of a complex multi-space arts venue, as well as supporting the independent producers of about 70 different events being presented there. The Fringe Hub Producer will contribute to the programming of the venue and to the functional and creative design of its public spaces; they will manage artist support requirements while ensuring that venue operation elements are properly rolled out; they will support the technical, production and marketing teams in their activities and they will supervise and support the Club Fringe Program Coordinator to deliver the annual program of our Fringe-produced late-night parties. They will also supervise all operational activities for the venue and manage a team of casual staff who will help in the delivery of this large temporary arts hub at Trades Hall.

The Fringe Hub Producer will be a highly skilled arts worker ready to take on a complex and challenging project. They will have significant experience as a producer or events manager, as well as an excellent understanding of venue operations. They will come to the role with excellent administrative skills, a love of independent art, a strong attention to detail and a passion to work with and support artists from all levels of experience.

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

Programming and Artist Management

- Work with the Creative Director & CEO and the Head of Programs and Projects to program the venue, including managing artist outreach and connections, running an EOI and selection process, and coordinating formal offers and contracts for the selected events
- Lead Hub-specific communications that provide updates from the venue to the artists
- Work with the technical and production team to get relevant information from artists relating to their production and risk requirements, including any requests to book additional equipment
- Coordinate venue visits for artists and support them in their needs for the venue
- Provide ongoing support and advice for artists presenting in the Hub, which may include adding additional shows for well-selling seasons, dealing with cancelled performances, coordinating additional marketing support where possible and managing any complaints from or about participating artists
- Coordinate requirements for permits and approvals, including obtaining copies of photography releases and public liability insurance, and managing a process for video and photography requests and merchandise sales
- Be present during season to provide on-the-ground support for artists, including during tech runs

Venue Design and Setup

- Coordinate the planning and logistics of public spaces, including audience flow, the planning / layout of furniture and amenities, security locations and the visual design of public areas
- Coordinate the planning and logistics of performance spaces, including room design and layout, seating configurations and equipment requirements
- Manage the implementation of venue plans as part of the bump-in process
- Ensure that the appearance of the venue is welcoming, functional and orderly throughout the Festival, and that any logistical or audience-flow issues are dealt with quickly and in line with the plans for public spaces

Operations

- Assist the General Manager with key operations requirements for the venue, including banking processes / EFTPOS, IT setup, insurance, logistics, risk management, permits and operational planning
- Oversee operational components for the venue, including security, waste, logistics, accessibility, and event management plans
- Source and hire items required for operational delivery, including room equipment, public lighting, tables, chairs, tablecloths, bins, toilets and other temporary infrastructure
- Contribute to the risk assessment and management process for all events and activities in the venue
- Manage communications and consult on scheduling for staffing, including front of house, cleaners and security

- Contribute to the recruitment of casual roles as well as lead the training, briefing and induction processes
- Coordinate on-the-ground operational aspects of the venue, including the daily opening and secure closing of the venue, customer complaints management, casual front of house staff management, incident reporting processes and nightly venue report processes

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:

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- A broad knowledge of the independent arts sector and empathy with the needs of artists
- Strong administrative, planning and problem-solving skills, with the ability to multi-task
- Excellent project management and implementation skills
- Ability to think strategically and creatively with regards to problem solving
- The ability to work collaboratively in the delivery of a complex project
- 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 events or operations manager in a major arts organisation; during the Festival period this will include physical activity such as moving chairs or other furniture, long periods on your feet 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 (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