

Artists & Venues Liaison

Position Description



Position	Artists & Venues Liaison
Reporting to	Program Manager (Independent Arts)
Direct Reports	N/A
Position type	Fixed-term contract: 0.6 FTE from 31 May – 23 June 2021 0.8 FTE from 28 June – 5 August 2021
Salary	\$50,000 - \$55,000 + 9.5% superannuation
Benefits include	– Employee Assistance Program – A serious commitment to lunch

ROLE SUMMARY

The Artists and Venues Liaison is a ten week contract for a savvy arts worker to step into a key role to support the delivery of services and resources to artists and venues during the Melbourne Fringe Festival registration period. This artist-facing role forms part of the Programs & Projects team and is a key point of contact for artists, producers and venues for the registration and event proofing process.

The position is responsible for providing administrative support to facilitate the smooth running of Festival registrations, primarily by liaising with and providing support to artists and venues to assist them in finalising their 2021 Melbourne Fringe Festival events.

Duties include: providing advice and support to artists, venues and producers; promoting registrations and participating in the registration drive; assisting with matching suitable artists to appropriate venues; providing assistance to artists who need help to finalise their registrations and assisting with the event proofing process.

The Artists and Venues Liaison will possess high level customer service and competent administrative skills, a strong attention to detail, a confident approach to learning new systems and processes and a passion to work with artists from all different 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

Administration

- Together with the Program Coordinator (Artists and Venues) and Program Manager (Independent Arts), ensure administrative aspects of registrations and festival participation are completed
- Contribute to the Festival's registration system and event proofing process
- Provide general administrative support to the Program Manager (Independent Arts), Program Coordinator (Artists and Venues) and Head of Programs and Projects in the delivery of the Open Access Program

Participant Services

- Provide high level customer service and support for all artists and venues in the Open Access Program during the registration and proofing period
- Assist in information dissemination and day-to-day questions about the Festival program
- Triage and respond to queries in the Artist Services inbox as required
- Undertake artist and venue liaison activities – including disseminating correspondence and resources to artists and venues, assisting artists to find a suitable venue for their event and providing specific advice about the Festival registration process and the Festival registration site
- Assist with tasks to ensure the Festival's access initiatives are maximised, including supporting artists who are Deaf or with disability and ensuring accuracy of access information for venues and the Festival

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 Program Manager (Independent Arts)

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
- Strong customer service skills, including a confident phone manner and excellent written form
- Demonstrated administrative and time-management skills, with an exemplary attention to detail
- Proficiency in MS Office Excel and Word, databases, and a confident approach to learning and developing new systems and processes
- 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 Anna Nalpantidis on anna@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