



# Program Manager (Sector Leadership)

## Position Description

<b>Position</b>	<b>Program Manager (Sector Leadership)</b>
<b>Reporting to</b>	Head of Programs & Projects
<b>Direct Reports</b>	Deadly Fringe Program Coordinator
<b>Position type</b>	Full-time, fixed-term contract until 31 December 2023
<b>Salary Range</b>	\$61,500 - \$66,625 p.a. + 10% superannuation
<b>Benefits include</b>	<ul style="list-style-type: none"><li>– Five weeks' annual leave</li><li>– Employee Assistance Program</li><li>– A tailored professional development program</li></ul>

## ROLE SUMMARY

The **Program Manager (Sector Leadership)** is an exciting new role at Melbourne Fringe that will manage our creative commissions and year-round sector leadership programs, with responsibility for their planning, project management and program delivery. This work is underscored by Melbourne Fringe's commitment to cultural equity and supporting our communities of focus: First Peoples, people of colour, Deaf, disabled, trans and gender diverse people.

The role will manage the rollout of over \$500,000 of both Fringe-led and partnered projects, managing the commissioning processes from start to end for both open callout processes and direct commissions, and providing ongoing support to commissioned artists.

The Program Manager (Sector Leadership) will also deliver Fringe's sector leadership programs which incorporate artist development, sector-wide training and deep community engagement activities through Radical Access (in partnership with Arts Access Victoria) and Deadly Fringe (in collaboration with the Deadly Fringe Program Coordinator), alongside a range of artform stimulation and artist access programs including XS and Jizha Atelier.

Working with the Head of Programs & Projects, the Program Manager (Sector Leadership) will identify and develop new strategic partnerships with arts and community-based organisations that can further develop Melbourne Fringe's ability to support the independent arts sector.

Melbourne Fringe has undertaken an incredible shift of focus in recent years, now working year-round to deliver sector leadership programs and development and presentation opportunities in our venue Fringe Common Rooms, in addition to our annual Festival. We have exponentially grown our support of independent artists, and through successful fundraising and advocacy we are now able to deliver a suite of commissions and sector development programs almost unheard of in the context of an open access festival. The Program Manager (Sector Leadership) is a key position in the next stage of Melbourne Fringe's growth trajectory.

# EQUITY STATEMENT

Melbourne Fringe conducts the majority of our work on the lands of the Wurundjeri people of the Kulin Nation. We pay our respect to the Elders of these traditional lands, and to all Aboriginal and Torres Strait Islander Peoples. 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 especially encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, transgender and gender-diverse or women, and we acknowledge the intersectionality amongst these peoples. 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](mailto:carly@melbournefringe.com.au).

## KEY RESPONSIBILITIES

### Program Management (Commissions)

- Manage the public callouts and direct commissioning processes for new commissions
- Plan and support the journey of commissioned artists from concept to presentation
- Work with presentation partners to ensure their input is appropriate for each program
- Manage complex administrative processes, including project plans, contracts, invoices, project evaluations and partnership documentation

### Program Management (Sector and Artist Development)

- Deliver and support a range of targeted artform and artist access programs and strategies including but not limited to Springboard, XS and Jizha Atelier
- Lead the project management and delivery of Radical Access, in collaboration with Melbourne Fringe's Access Advisor and key staff from our partner Arts Access Victoria, ensuring best practice accessibility
- Lead the project management and delivery of Deadly Fringe, in collaboration with the Deadly Fringe Program Coordinator, ensuring best practice cultural practice
- Manage artist mentorship programs, including supporting mentee/mentor relationships, facilitating industry connection and developing appropriate resources
- Manage the delivery of programs that remove barriers and provide financial support to artists in the Open Access Program, through microgrants and bursaries
- Coordinate workshops and masterclasses that form part of the Sector Leadership programs, which include training for program participants as well as for core staff and industry partners
- Ensure high level participant engagement across all artist development programs, including working with the Program Manager (Independent Arts) on suitable workshops and masterclasses
- Contribute to the research and implementation of a range of potential new sector development initiatives
- Work with the Funding, Strategy & Evaluations Manager to coordinate detailed evaluation processes for Deadly Fringe, Radical Access and other programs.

## **Community Engagement**

- Develop and manage outreach strategies to engage with and support Melbourne Fringe's Communities of Focus, including developing new relationships with community organisations
- Support the delivery of Yarning Circles for First Nations artists and Speaking / Listening Circles for Deaf and disabled artists
- Coordinate the engagement of Artist Council representatives – individuals from our Communities of Focus who work with Melbourne Fringe as ambassadors, advocates and advisors
- Work with senior Fringe staff to coordinate the engagement of First Nations Elders with key Fringe activities

## **Relationship Management**

- Carefully manage existing program partnerships and contribute to strong relationships with key stakeholders such as major program partners and donors
- Ensure funding deliverables are satisfied for all programs, and that regular updates are communicated to the Head of Marketing & Development
- Develop new program partnerships with organisations that may add value to existing programs, or that may contribute to establishing new avenues of support for the sector
- Work with the Development team to contribute content for funding applications and acquittals
- Communicate program updates and highlights to Fringe's Marketing and Publicity staff

## **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 (followed by some well-earned days off in lieu)
- 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 understanding of the experience of independent artists
- Well-developed project management and administrative skills, with an exemplary attention to detail
- Excellent verbal and written communication skills
- A commitment to cultural equity, including knowledge of best practice access, inclusion and diversity strategies, preferably with experience working with one or more of our Communities of Focus
- Resilience, problem-solving skills and an ability to work effectively under pressure
- A sense of humour

## About Role Statements

As Melbourne Fringe evolves to meet the changing needs of the arts environment, the roles required of all our 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.

## Inherent Physical Requirements

The physical requirements of your position are consistent with those of an administration or management 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

Melbourne Fringe is operating under a COVID Safe plan to ensure the safety of our workers. The organisation has a policy that requires its workers to be vaccinated against COVID-19 in certain circumstances, including when it is a legal requirement, required by a third party, or when it is determined to be a reasonable requirement for the health and safety of workers and visitors. Currently it is a legal requirement for workers to be vaccinated before attending the office.

The organisation is currently working remotely two days per week, with three days conducted in-person at our offices at Trades Hall. 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.

## Professional Development

Melbourne Fringe is committed to the professional and personal development of our staff. We will create a tailored professional development program for each staff member, using the [9 C's of Professional Development](#). Options for professional development include coaching and/or mentoring, networking opportunities, skills development and training, with an annual review process to ensure progress. Staff will also have the opportunity to participate in organisation-wide training and development sessions throughout the year led by industry practitioners.

## Working with Children Check

The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. The organisation will cover the cost of this check.

# 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 application 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 by 5:00PM on Monday 29 November.

We will then conduct a series of short and sharp interviews with potential candidates via Zoom on **Wednesday 1** and **Thursday 2 December**, followed by second-round interviews later in December.

Please let us know if you have any accessibility requirements. If you have any questions about this role, please contact Danny Delahunty on [danny@melbournefringe.com.au](mailto: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.

## 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