

Program Manager (Independent Arts)

Position Description



Position	Program Manager (Independent Arts)
Reporting to	Head of Programs & Projects
Direct Reports	2x Program Coordinator (Artists & Venues), Festival Interns
Position type	Full time contract until 31 December 2024
Salary	\$60,000 - \$70,000 p.a. + 10% superannuation
Commencement	21 February, 2022 (date negotiable)
Other benefits include	<ul style="list-style-type: none">• Employee Assistance Program counselling service• Five weeks' annual leave• A commitment to continuous learning, including sector-leading staff training and a personalised professional development plan• Flexible work conditions• A values-driven organisational culture that celebrates difference, prioritises playfulness and brings our people together socially every day for lunch, events and good fun

ROLE SUMMARY

As **Program Manager (Independent Arts)**, you fill a key artist-facing role which ensures high level service delivery to participants in the Melbourne Fringe Festival, responsible for managing all aspects of the Open Access Program. You support thousands of artists to present work in the Festival each year, through the facilitation of the artist and venue registrations, the provision of producing advice, and the management of creative and professional development activities for the independent arts sector.

This manager-level role forms part of the Programs and Projects team and is an ongoing point of contact for all artists and producers taking part in the Festival. Your key tasks include management of Festival registrations, the artists' Resource Hub, the Tour Ready and Awards programs (and associated industry engagement activities), Digital Fringe, and all other artist services activities.

A key responsibility is developing and maintaining relationships with artists, venues, and other stakeholders. You will lead the development of artist resources, support participating artists, have input into programming and selection panels, and prioritise the creation of an accessible and inclusive space for all participants.

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 Fringe 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, healthy, cohesive society.

ORGANISATIONAL CULTURE

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our thinking is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We ensure that our workplace is characterised by big-picture thinking, optimism and playfulness. We strive for continual improvement in all aspects of our work.

We have a reputation as a caring, energetic, fast paced workplace that values our people, their mental health and what they have for lunch as key priorities.

We believe that great work is made by people who enjoy what they do.

OUR COMMITMENT TO EQUITY

We work on the lands of the Kulin Nation and we pay deep respects to the Elders of these lands. 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 people, and women. We are a safe place for LGBTQIA+ peoples, and we ensure Melbourne Fringe is a place which celebrate people's differences. We work hard to embed equity throughout our organisation, and we strive to create safe and positive working environments for our team. We understand the need for flexible working opportunities, especially for people with caring responsibilities.

If this application format isn't accessible for you, please get in touch and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or carly@melbournefringe.com.au.

Program Manager (Independent Arts)

KEY RESPONSIBILITIES

Participant Services

- Maintain high level support for all artists, venues and other participants taking part in the Open Access Program
- Be the key point of contact for all participants, artists, staff, stakeholder and general public enquiries related to participation in the Open Access Program
- Coordinate the artist and venue registrations process, including contributing to the development of the registration system
- Manage the event proofing process, both for registrations and Digital Fringe
- Maintain and build relationships with current and potential Festival venues to build positive two-way relationships and maximise opportunities for participants
- Coordinate Festival outreach activities, including the development of registration information sessions and other outreach and engagement projects
- Ensure the Festival's access initiatives are maximised, including supporting artists who are Deaf or disabled and ensuring accuracy of access information for venues and the Festival

Artist Development

- Manage the Melbourne Fringe Artist Resource Hub and develop new artist resources which respond to the changing needs of Festival participants
- Manage professional and creative development activities for the independent arts sector include Let's Talk, Quick Chats videos, Salon Sessions, Panel Discussions, and Workshops.
- Develop an information service to communicate artist opportunities, including researching, compiling and promoting external resources and development opportunities for artists
- Manage the Melbourne Fringe Tour Ready delegate program
- Manage the Melbourne Fringe Awards program, maintain relationships with current awards partners and develop new partner relationships

Programming & Artist Management

- Together with the Creative Director, Head of Programs & Projects, and Hub Producer, contribute to the programming of the Festival Hub venue at Trades Hall, and assist the Hub Producer with supporting Hub artists
- Together with the Creative Director, Head of Programs & Projects, and Hub Producer, contribute to the Club Fringe programming and assist with aspects of producing and artist management for Club Fringe events
- Together with the Creative Director, Head of Programs & Projects, and Program Manager (Sector Leadership), contribute to selection panels and decision-making processes for grants and commissions awarded through the Fringe Fund
- Maintain a high level of engagement with the Melbourne independent arts sector throughout the year, by attending shows and events to make connections with artists and build stronger relationships with the sector
- Together with senior staff, attend interstate or international partner festivals to select Melbourne Fringe touring award winners

Producing

- Provide producing advice and assistance with finding and negotiating venues for artists in the Open Access program where appropriate
- Assist the Hub Producer with specific tasks in the planning, design and delivery of the Festival Hub venue at Trades Hall
- Assist with the producing of Melbourne Fringe Signature and Special Events as required, particularly where there is a crossover with the Open Access Program, such as with the Program Launch or showcase opportunities for participants

Administration

- Working closely with the Executive Assistant, ensure administrative aspects of registrations and Festival participation are completed, such as public liability insurance, artist passes, and the collection and collation of marketing collateral
- Administer the Digital Fringe program by managing the proofing process for links and embed codes provided by artists throughout the Festival dates
- Manage the scheduling, information dissemination and day-to-day questions about the Open Access Program and broader Festival
- Develop communication plans and disseminate correspondence to participants and venues through regular updates
- Administer the Melbourne Fringe Artist Facebook group
- Together with the Executive Assistant, manage the information provision and bookings process for Awards judges and Tour Ready delegates for the Festival
- Contribute to statistics reporting and program evaluations

General

- Conduct work according to Fringe's guiding principles of people first and artist focussed, human rights, self-determination and universal access, creativity and playfulness, and ambition, forward thinking and risk-taking
- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns, audiences 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 may mean 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 personalised professional development program devised according to the Melbourne Fringe staff development framework
- Fulfil all legal requirements related by program activities
- Other duties as agreed with the Head of Programs & Projects

CORE COMPETENCIES

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

- Passion for the work of Melbourne Fringe, and a commitment to cultural equity
- A deep connection to the Melbourne independent arts sector, a love of arts facilitation, and a thorough understanding of the needs of self-presenting artists
- Well-developed project management, administrative and problem-solving skills
- Excellent verbal and written communication skills, and a meticulous attention to detail
- Resilience and an ability to work effectively under pressure
- A sense of humour

THE FINE PRINT

About Role Statements

We will continue to evolve to meet the changing needs of the arts environment, and so this document is not intended to represent the role performed in perpetuity, but rather is intended to provide an overall view of the role.

Inherent Physical Requirements

The physical requirements of this position are consistent with those of an administration or management role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

COVID-19

It is a legal requirement for Melbourne Fringe workers to be fully vaccinated before attending the office or in-person events.

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. We will cover the cost of this check.

Workplace

We currently work 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 take place online. A stable internet connection with speeds suitable for video calls is essential if working from home.

Professional Development

We are deeply committed to the ongoing professional and personal development of our staff. We create a tailored professional development program for each staff member, using our [11C's of Professional Development framework](#) which includes options for coaching, mentoring, networking, skills development and training. Staff will also have the opportunity to participate in organisation-wide training and development sessions throughout the year.

How to apply

Head to www.melbournefringe.com.au/about/jobs-and-volunteers/ for more information and links to apply, or contact the Melbourne Fringe office on (03) 9660 9600. If you have any access requirements please let us know – we're happy to help.