



# Program Manager (Access Fringe)

## Position Description

<b>Position</b>	<b>Program Manager (Access Fringe)</b>
<b>Reporting to</b>	Senior Program Manager (Independent Arts)
<b>Position type</b>	Part Time 0.8 EFT Fixed Term (22 months): 3 February 2025 – 27 November 2026
<b>Salary</b>	\$72,000 pro rata per annum + superannuation
<b>Direct Reports</b>	None
<b>Financial Delegation</b>	\$3,000
<b>Date of Preparation</b>	13 November 2024

## Position Purpose

To enhance Melbourne Fringe's capacity to create a more inclusive Festival by providing artist and event support, as well as managing a suite of programs that remove barriers of participation experienced by d/Deaf, Disabled and Neurodivergent artists and audiences.

## Role Summary

The Program Manager (Access Fringe) is a new front-facing event and artist support role responsible for leading key activities within the Access Fringe program, including Radical Access.

You are someone who is excited by the idea of shifting the conversation about access and inclusion away from service provision and into one of cultural equity. You are familiar and experienced with best practice inclusivity for d/Deaf, Disabled and Neurodivergent artists and audiences, but you know there is a greater commitment that we all can and should be making. Your experience as a producer, arts worker or community events manager provides you with a shared creative language that will assist in providing deep support for the artists and events at Melbourne Fringe, and your strategic and creative mindset will be a great asset in reshaping and driving our organisation's commitment to accessibility.

## 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.

## Our Work Culture

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our dreaming 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 believe that great work is made by people who enjoy what they do. We are proud to have a diverse workplace that celebrates difference and encourages people to bring their whole selves to work with pride.

Fringe is a values-driven workplace characterised by big-picture thinking, optimism and playfulness. We have a reputation as a hard-working, caring, energetic, fast-paced workplace that values our people and their health and which brings them together socially for lunch, events and fun times.

You're the right fit for Melbourne Fringe if you are:

- Passionate about creativity and cultural equity
- Willing to support anyone to participate in the arts, regardless of their experience, age, gender, ability, sexuality, cultural background or artistic practice

- Excited by the challenge of making ambitious things happen on limited budgets
- Ready for personal and professional learning and continual improvement
- Into a collaborative and social work culture

## **Benefits of Working at Melbourne Fringe**

Melbourne Fringe employees enjoy:

- A flexible work environment including regular work-from-home options (every Thursday, every second Wednesday, and at other times by negotiation)
- A glorious “no meetings” day every week
- Four Weeks' Accrued Annual Leave, with any unused leave paid out at the conclusion of your contract
- Best practice special leave entitlements including parental leave of up to 12 weeks' paid leave, and generous personal leave policies that cover physical and mental health, gender affirmation leave, cultural leave, menstrual and menopause leave and disability leave.
- An Employee Assistance Program counselling service
- A commitment to continuous learning, including sector-leading staff training and a personalised professional development plan which includes options for coaching, mentoring, networking, skills development and training. Staff also have the opportunity to participate in organisation-wide training and development sessions throughout the year.

In addition to the general benefits of working for Melbourne Fringe, this role will receive bespoke professional guidance and mentorship from the Access Fringe Cultural Equity Consultant, a senior arts manager with deep connections with disability communities and who is contracted to provide ongoing support for the Access Fringe program. This role will also be encouraged to deepen their skills in disability cultural competency by undertaking research and training in topics they identify as a potential growth area for their knowledge and skills.

## **Program Manager (Access Fringe)**

**Here's a list of things you'll be responsible for:**

### **Artistic Support & Best Practice Inclusivity**

- Lead our engagement with artists from d/Deaf, Disabled and Neurodivergent communities, and demonstrate that Fringe prioritises the nurturing of cultural spaces for these artists
- Be a first point of contact for Fringe participants with access needs, and be a consistent avenue of support throughout their engagement with Fringe
- Revise our suite of Artist Resources and processes within the artist services team to improve the way information and support is offered to artists with access needs
- Manage the Access Fringe Microgrants program to assist removing barriers preventing d/Deaf, Disabled and Neurodivergent artists from presenting work at Fringe
- Facilitate community building for Fringe artists through the Disabled Artist Connect sessions
- Provide high-level access service advice to all artists at Fringe, utilising your experience as a creative producer to help Fringe events find creative solutions to meeting best practice access provisions
- Develop new artist resources and manage a workshop program that will upskill all Fringe artists in areas of access and inclusivity

### **Audience Support & Access Innovation**

- Develop and lead an access proofing process that provides a stronger framework to confirm and properly communicate where and when access services are being provided across the suite of Festival events
- Continually revise and finesse how Melbourne Fringe defines various access services to provide a greater level of autonomy for audiences choosing how and when to engage with an event
- Manage the funding process, provision, and event-level support for artists receiving the Audience Access Fund (which consists of grants for Fringe artists to enhance their access service provisions)

- Work closely with independent venues to manage an access audit process that aims to ensure audiences are receiving the proper communication related to any access provisions or restrictions
- Work with the Melbourne Fringe venues and operations teams to assist with access innovation in our own activities, including supporting the training of the Festival Hub Access Concierges and coordinating transportation assistance for audiences via Travellers Aid

### **Radical Access & Curated Program**

- Work with the Access Fringe Cultural Equity Consultant to produce a program of international conversations that aim to stimulate a long-term radical rethinking of accessibility in the arts
- Assist with the commissioning of new work as part of the Radical Access Commissions program
- Plan and support the journey of Radical Access artists from commission to presentation, including supporting them to get the most out of their creative mentorships
- Research global innovations in access service provision and recommend ways that the Fringe Curated Program events can be more ambitious in achieving a radically accessible outcome
- Lead the access provision support for Curated Program events, including developing access packs for each event

### **Strategic Organisational Support**

- Work with the Melbourne Fringe Access Advisor to engage and consult with an Access Advisory Panel on matters that impact our decisions around access, inclusion and cultural equity
- Work with the Melbourne Fringe Access Advisor to deepen our connections and relationships with external disability arts organisations, peak bodies and community groups
- Contribute to the Festivals Access Network meetings and coordinate the implementation of sector commitments that Melbourne Fringe makes as part of these meetings
- Collaborate with key marketing staff to support their implementation of an audience development strategy
- Support the Melbourne Fringe Access Advisor with their activities, particularly where they relate to artist, artform or event support
- Collaborate with the Head of Programming on ways in which the Access Fringe and Radical Access programs can be stronger
- Provide a practical overlay of access considerations for all organisational-wide activities such as emergency and incident response processes

### **General**

- Actively contribute to upholding best practice cultural safety for all Melbourne Fringe staff, artists, volunteers, audiences and other stakeholders
- 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
- Other duties as agreed with the Head of Programming & Deputy Creative Director, acknowledging that jobs evolve to meet the changing needs of the arts environment, and this document is an overview and not intended to represent the role performed in perpetuity.
- 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.

## **Here are the skills and attributes you need to bring\*:**

- Passion for the work of Melbourne Fringe
- Resilience and ability to work effectively under pressure
- Experience working as an arts manager or producer within the context of event delivery, preferably within the independent arts sector

- Excellent planning, project management and problem-solving skills, with the ability to identify and prioritise tasks in a busy work environment
- A demonstrated understanding of best practice accessibility and inclusivity and a commitment to continual personal development of your knowledge in this area
- Highly developed communication, collaboration and negotiation skills, and experience in customer or stakeholder support roles
- A creative and strategic mindset that is not only interested in delivering existing activities but wants to imagine how "best practice" can be better
- Applicants who have existing networks within the d/Deaf, Disability and/or Neurodiverse communities, and who have lived experience of disability will be highly regarded.
- A sense of humour

*\* If you don't yet have all of the experience, know that Melbourne Fringe is a workplace that values ongoing skills development, mentoring and training.*

## **Our commitment to cultural equity**

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, queer, transgender and gender-diverse people, as well as people with caring responsibilities. We celebrate people's differences.

We know sometimes people – especially those from more marginalised groups – might feel under-qualified for a job or like you might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they're learning on the job.

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](mailto:carly@melbournefringe.com.au).

Please 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.