



Production Coordinator

Position Description

Position	Production Coordinator (two roles)
Reporting to	Senior Production Manager
Position 1 Commences in August	Seasonal Fixed Term 53-Day Contract 0.6 FTE from August 4 to September 8 Full-time from September 1 to October 26 0.6 FTE from October 27 to October 31
Position 2 Commences in September	Seasonal Fixed Term 30-Day Contract 0.6 FTE from September 8 to September 21 Full-time from September 22 to October 19 0.8 FTE from October 20 to October 25
Salary	65,000 per annum + superannuation
Direct Reports	Casual TSM's
Financial Delegation	\$1,000
Location	Office/ Carlton and all festival sites as required in Metro Melbourne
Date of Preparation	12 June 2025

Position Purpose

To coordinate the day-to-day delivery of production for the festival.

Role Summary

The Production Coordinator is a seasonal fixed-term employee who focuses on the production and technical delivery of the Melbourne Fringe Festival.

The primary focus of the Production Coordinator is to assist the Senior Production Manager with the daily running of all venues within the Melbourne Fringe.

The role will include daily operational activities and team-based bump-in and bump-out duties. Bump-in and bump-out activities will consist of setting up venues and sites.

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:

- Four Weeks' Accrued Annual Leave, with any unused leave paid out after your contract
- An Employee Assistance Program counselling service

Production Coordinator

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

- Assist with facilitating the technical needs of various events.
- Assist with the creation of risk management paperwork.
- Create and maintain show schedules in line with programming.
- Create and maintain venue information documents detailing technical specifications for each venue.
- Daily operations may include unlocking and powering up venues or powering down and locking them up at night.
- Assist with turnarounds where required.
- Assist with the operation of shows where required.
- Assist with the inventory of technical equipment and general production maintenance.
- When required, direct members of the Technical Stage Management team (crew).
- Assist in setting up and operating sound, lighting and other audio-visual requirements for all performance spaces.
- Be available to take on various TSM shifts if needed.
- Work with Venue Management as required.
- Be familiar with the safe working conditions and practices detailed in the Area and Venue Warden Risk and Emergency Handbook and ensure these conditions are met in all performance spaces.
- Assist the management team in ensuring spaces are safe for the public and that daily safety checks are performed.
- Assist in the loading in, set-up, dismantle and load out of all festival infrastructure

Reporting

- Any loss, damage or equipment failure must be reported promptly to the Production Manager - Melbourne Fringe. In a serious incident, submit a written report to the Production Manager.
- Promptly complete an incident report for any injuries, near misses or accidents.
- Completing a nightly report if required.

General

- Actively uphold 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 and support, where required, festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Other duties, as agreed with the Executive Director, we acknowledging that jobs evolve to meet the changing needs of the arts environment. This document is an overview and is not intended to represent the role performed in perpetuity.

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

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Experience in technical operation of sound, lighting, and AV systems, including the set up and operation of these
- Experience in theatrical mechanics
- A driving licence is preferred, but not required for the role.
- Any High Risk Work licenses, such as rigging or EWP, are preferred, but not required.
- Quick, creative thinking and problem solving; independent decision making

** 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. We strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, queer, transgender, and gender-diverse, 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 they might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they learn 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.

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.