

Application Kit

FRINGE WORLD Program Producer

About *FRINGE WORLD*

The FRINGE WORLD Festival is the largest annual event staged in Western Australia and the third largest Fringe Festival in the world in terms of tickets sold. The Festival is produced by ARTRAGE, a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983.

Alongside the annual Festival, ARTRAGE produces and manages a number of other arts and entertainment enterprises that increase the scale and breadth of the organisation's reach including an outdoor cinema that runs throughout the summer and Girls School.

FRINGE WORLD aims to provide enduring benefits for artists, audiences and a diverse family of stakeholders through its core operations including the FRINGE WORLD Festival, Rooftop Movies as well as future events and programs.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of ARTRAGE here.

FRINGE WORLD Festival is planned to run from 15 January – 14 February 2021, with the popular event set to be the first major Fringe performance opportunity for artists, amid the COVID-19 restrictions. You can find out more about the Festival's response to COVID-19 here.

About the Role

FRINGE WORLD is looking for an experienced Program Producer to join the Program Team to play a key role in the planning and delivery of the 2021 FRINGE WORLD Festival.

The Program Producer will work closely with the core team on the development, scheduling and delivery of the FRINGE WORLD Managed Venue program and hub sites including The Woodside Pleasure Garden and Girls School.

Taking a lead on the effective delivery of the Festival's managed venue program, the FRINGE WORLD Program Producer will help drive the program forward with a specific focus on the Artist's experience and management, presentation of the program of events at two hub sites and overseeing the development of special events produced by FRINGE WORLD under the festival banner.

The Producer will play a vital role in the success of the program, working closely with the Festival Director, Program Manager, artists and partners across multiple sites. The Program Producer will need to be a skilled communicator and negotiator, ensuring a deep level of artist & participant engagement.

Applications for this role have now been extended and will remain open until 22nd October 2020. The start date for the position is now week commencing 23rd November 2020.

Application process

Applications are welcome from Australian or international residents whom are currently in Western Australia and have a valid visa for the entirety of the contract. Due to COVID-19 restrictions we are unable to accept applications from those not currently in Western Australia or those without a means to enter Western Australia.

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- Confirmation that you have read and can accept the contract start and end date as listed; and
- A current resume with contact details of two professional referees.

NEW Application closing date: 11.55pm AWST Thursday 22nd October 2020

Applications received after the closing date will not be accepted. Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to jobs@artrage.com.au with "FRINGE WORLD Producer" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the FRINGE WORLD Program Manager, Ruth Morris at jobs@artrage.com.au

At ARTRAGE we support and celebrate diversity. ARTRAGE is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.

Selection Process

Shortlisted applicants will be asked to take part in an interview with the FRINGE WORLD Director and FRINGE WORLD Program Manager Perth on the 27th & 28th October 2020. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

The proposed start date for the position is now the week commencing **23rd November 2020**.

Contract Details

Salary:	Salary range is from \$60,000 - \$68,500 and dependent on candidate skills and experience
Contract Period:	Permanent Full Time
Working Hours:	Full-time (38 hours per week) Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods.
Working Location:	The role is based at the ARTRAGE office in Northbridge, with time spent at Girls School, East Perth and other Festival locations in and around Perth as required.

Position Description

FRINGE WORLD Program Producer

Reports to	Program Manager
Direct Reports	Nil
Works with	Fringe World Program Coordinators, Managers of Technical, Production, Operations and Marketing Departments

Key Accountabilities

Program Development

- In conjunction with the Program Manager, deliver a scheduled program of events within the FRINGE WORLD Managed Venues.
- Oversee the research, contracting, development and delivery of events to required levels, including but not limited to;
 - Ticketed performing arts events
 - Free events and roving performances
 - Site-specific installations
 - Special commissions & FRINGE WORLD presented events
- Working with the Technical team, coordinate the development of show technical profiles for events within the program area.
- Maintain a high level of service for stakeholders including artists, presenters, venues and specialist program contractors.

Program Delivery

- Act as the primary liaison and point of contact between all FWMV program providers and the Festival.
- Work with on-site delivery teams to manage the entry of all program elements to FRINGE WORLD manage venues.
- Provide guidance, support and feedback to on-site delivery teams to ensure a high level of service to all on-site stakeholders, including
 - Technical and Production Services
 - Marketing and Signage Services
 - Box Office and Front of House Services
- Maintain high levels of communication and reportage internally and externally as required.
- Provide support and implement strategies to assist presenters of ticketed and free events to meet attendance and box office targets.
- Provide administrative and ticketing support to assist program stakeholders in using the Festival's registration and ticketing services.
- Assist other members of the Programming and Box Office teams in the delivery of the Fringe World Awards program.
- Deliver consistently high and tailored levels of servicing to presenters within the program area.

Team and Development

- Embrace the FRINGE WORLD Values in all areas of work.
- Foster the development of positive and communicative working relationships across all delivery areas working on the site.
- Ensure staff and customers are safe at all times and that OH&S requirements are being met.

Reporting, Finance and Administration

- Develop and communicate regular and detailed program progress to managers and teams and keep adequate written communication of this.
- Coordinate program documentation and ensure alignment of artist / venue documentation, information and systems is up to date at all times.
- Provide information, briefings and presentations to relevant departments as and when required.
- Participate in internal and external feedback systems across planning, operations and debrief.
- Prepare, track and report on expenditure budgets as allocated within the program area.
- With support from the Marketing and Box Office teams, ensure sales targets within the program area are tracked and met.
- Prepare and process reconciliation of payments, invoices, settlements and attendance reports with assistance of Program Coordinators and Business team.

Other Duties

- Undertake any other duties assigned by the FRINGE WORLD Executive Team, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

Qualifications, Experience & Skills

An experienced coordinator with a solid track record in delivering a range of creative content with a high level of administration, communication and innovation in an arts context on a national or global scale.

Essential

- Strong interpersonal, verbal and written communication skills.
- Highly organised and able to work to deadlines and ability to self-manage and self-motivate
- Experience of managing project budgets on target
- Strong and proven administrative skills
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Attention to detail and ability to work under pressure
- Demonstrated ability to work in fast paced environment, efficiently plan and prioritise workload.
- Ability to work effectively in a team.
- Ability to think outside the box and develop creative solutions to problems.
- Microsoft Office, project and collaborative management tools
- Strong customer and stakeholder service skills and demonstrated ability to accurately manage a range

Desirable

- Experience with registration, ticketing, CRM or other database systems.
- Demonstrated experience in a producing, project or events management at coordinator level or higher.
- Demonstrated knowledge and awareness of the performing arts sector on a national and/or international level.
- Previous experience in a Fringe and/or Festival environment is highly desirable.