



Application Kit

FRINGE WORLD Program Coordinator

Special Projects

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 a regional touring program.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here. https://issuu.com/artrage/docs/2017_impact_report

About the Role

The primary purpose of the FRINGE WORLD Program team is to develop, manage and implement the delivery of the program of events at Fringe World Hub Venues at Fringe World Festival. The festival hub program includes a range of ticketed and free performance events, as well as site-specific activations, markets, food vendors, partnership events and more.

Working within the team, the *FRINGE WORLD Program Coordinators – Special Programs* will assist the Program Manager & Festival Director to create, develop and deliver a range of free & ticketed events, services and complimenting artist opportunities throughout the FRINGE WORLD Program.

FRINGE WORLD Program Coordinators –Special Programs will work across a range of programs within the Festival managed sites, liaise with delivery teams to coordinate the execution of the program over the month-long Festival and ensure high quality service delivery to internal and external customers in the application of these responsibilities.

FRINGE WORLD is recruiting for two Special Program Coordinator positions.

Application process

Applications are welcome from Australian and international residents.

In your application, please provide:

- A statement that addresses the Qualifications, Experience and Skills required for the role (no more than two pages in length);
- 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.

Application closing date: Midnight WST Monday 2 October 2017

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 hello@artrage.com.au with “FRINGE WORLD Program Coordinator – Special Projects” 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 Festival Director, Amber Hasler at hello@artrage.com.au

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 in October with the FRINGE WORLD Director and Program Manager in Perth. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

The start date for the position is in the week commencing 30 October 2017

Contract Details

Salary: Full time equivalent of \$60,000 per annum plus Superannuation contributions

Contract Period: 4 November to 2 March 2017

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 and other Festival locations in and around Perth as required.

Position Description

FRINGE WORLD Program Coordinator – Special Projects

Position	FRINGE WORLD Program Coordinator – Special Projects
Reports to	Program Manager
Direct Reports	Nil
Works with	Program, Marketing, Production and Technical Teams.

Key Accountabilities

Program Development

- Working with the Festival Director and Program Manager, contribute to the design and direction for the program within the delivery area.
- Research, develop and deliver the program of events to required levels, including but not limited to;
 - Free events and roving performances
 - Site-specific installations
 - Partnership activations
 - Functions and other 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, customers, partners and contractors.

Program Delivery

- Act as the primary liaison and point of contact between all program providers and the Festival.
- Work with on-site delivery teams to manage the entry of all program elements to the site.
- Prepare, track and report on expenditure budgets as allocated within the program area.
- 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.

Artist Services

- With the Program Manager, implement the Festival's artist servicing strategies and manage the delivery of these services across the program area.
- 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.
- 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.

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 and Experience

- Relevant tertiary degree or equivalent qualification.
- 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.

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.
- Strong project management skills with the ability to achieve goals and organisational targets.
- Strong customer and stakeholder service skills
- Demonstrated ability to accurately manage a range of deliverables within a short time frame.
- Demonstrated ability to work in fast paced environment, efficiently plan and prioritise workload.
- Proven initiative and high levels of self-motivation, including the ability to work unsupervised.
- Ability to work effectively in a team.
- Ability to think outside the box and develop creative solutions to problems.

Desirable

- Experience with registration, ticketing, CRM or other database systems.
- Experience with contract development and management in an arts context.
- Experience with international visa requirements and processes.