Position Description
FRINGE WORLD Hub 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 a regional touring program.

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 will run from 17 January – 16 February 2020.

About the Role

Working within the Program Team, the Hub Producer team will act as a primary point of contact between the Festival and the Participants with a focus on a particular Fringe Hub/ Program and the successful delivery of this.

The Hub Venues that the Festival manages include; The Woodside Pleasure Garden, Yagan Square, Ice Cream Factory, FRINGE Central at the Perth Cultural Centre and new in 2020, Girls School. In addition to these the Festival has a number of Independent Programs and Independent Venues.

As with all Program team roles, Hub Producers will have a strong focus on delivering a specific Hub Venue Program and providing overall program support to all FRINGE WORLD Participants.

Overall program support will include but is not limited to;
- Oversee Venue, Independent Program and Artist Registrations for FRINGE WORLD 2020,
- Contract Administration,
- Visa administration and support,
- Marketing material and content proofing,
- Settlement and Attendance Reportage,
- Artist and Venue communications,
- Provide sales and ticketing support, tools and strategies to Participants.

Key development and deliveries of this role include but are not limited to;
- Programming, scheduling and oversight of Hub & Program activity,
- Provide bespoke communications and support for artists,
- Monitor venue and technical feedback,
- Oversee the onsite experience for artists and customers.

FRINGE WORLD is recruiting for three Hub Producer positions. The start date for the position is in the week commencing 19 August 2019.
**Application process**

Applications are welcome from Australian and international residents.

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.

**Application closing date: Midnight AWST Sunday 14 July 2019**

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 Hub 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

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 Program Manager and FRINGE WORLD Festival Producer in Perth on the 29 & 30 July 2019. 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 in the week commencing 19 August 2019.

**Contract Details**

**Salary:** Salary package information available upon request.

**Contract Period:** 19 August 2019 – 6 March 2020

**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.
FRINGE WORLD Hub Producer

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FRINGE WORLD Hub Producer</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>FRINGE WORLD Program Manager and Festival Producer</td>
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<tr>
<td>Direct Reports</td>
<td>Nil</td>
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<tr>
<td>Works alongside</td>
<td>Participant Services Producer, Hub Producers, Site Managers, Front of House Managers, Technical Coordinator, Production Manager, Operations Manager and other Festival positions.</td>
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**Key Accountabilities**

**Program Development Support**

- Act as a primary liaison and point of contact between all Event Presenters and the Festival.
- Deliver consistently high and tailored levels of servicing.
- Manage and deliver projects aligned to project plan, timelines and budget, manage variations in scope and resolve issues.
- Provide administrative support and coordination of key deliverables.
- Assist in the reconciliation of payments, invoices, settlements and attendance reports.
- Implement the Festival’s participant servicing strategies and contribute to the delivery of these services across the program area including but not limited to; FRINGE WORLD Awards program, Artist Central and other service programs.

**Operations & Delivery**

- Contribute to FRINGE WORLD Programming process, including sourcing of artists, creative venue and site content ensuring suitability to program.
- Oversee the management of program logistics, planning of program events and production requirements, coordination of artists and contractors in allocated Hub.
- Research, develop and deliver the program of events to required levels.
- Contribute and provide, support and feedback to delivery teams to a high level of service.
- Assist with the management and monitoring of site facilities, staff and activations, including but not limited to Venue Management, Food & Beverage Services, and other contractor services to ensure a quality, high service experience for all stakeholders.
- Develop and maintain positive relationships with artists, venues, contractors, stakeholders and other staff to ensure efficient and clear communications and delivery.
- Manage internal and external communication flow with regards to the relevant Hub Venue including regular consultation with other staff, reporting and progress updates as required.
- Contribute to the continuous improvement across site and program operations.

**Reporting and Administration**

- Maintain high levels of communication and reportage internally and externally as required.
- 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.
- Utilise to the best of your knowledge the systems and IT in place to document, report and communicate on responsibilities.
- Provide information, briefings and presentations to relevant departments as and when required.
- Track and report on the delivery of key program support and services using the systems provided.
- Contribute to the annual review process, planning and development between Festival cycles.
- Prepare, track and report on expenditure budgets as allocated.
Team and Development

- Develop a close working relationship with the FRINGE WORLD Director and Management team in helping to execute operations and deliver the FRINGE WORLD program.
- Participate in internal and external feedback systems across planning, operations and debrief.
- Foster the development of positive and communicative working relationships.
- Embrace the FRINGE WORLD Values in all areas of work.

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

- Demonstrated experience in a producing, project or events management and operations in a Festival context.
- 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 & Experience

An experienced producer or project manager 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, including excellent presentation and negotiation skills.
- Strong project management skills with the ability to achieve goals and organisational targets.
- Strong customer and stakeholder service skills with the ability to work with a diverse and wide range of people.
- Strong administration and IT skills.
- Excellent organisational and time management skills.
- Demonstrated ability to accurately manage a range of deliverables and prioritise tasks 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 project management system.
- Experience with contract development and management in an arts context.
- Experience with international visa requirements and processes.