

Minnesota Fringe's mission is to connect adventurous artists with adventurous audiences. Fringe is preparing for its 29th annual Fringe Festival taking place August 4-14, 2022. As the largest performing arts festival in the Midwest, Fringe will fill 30,000+ seats with audiences viewing 119 shows and 595 performances by more than 800 artists on a variety of stages in the Cedar-Riverside and Uptown neighborhoods.

**Fringe seeks a passionate individual to join our team as Festival Accessibility Coordinator during the Festival Season, June 15-August 15, 2022.** The Coordinator will lead organizational efforts to ensure the Fringe Festival activities and events are accessible to all participants. The Coordinator will serve as a consultant to Festival staff regarding access issues, and will ensure that planning for access is incorporated into the decision making process. Working closely with the Executive Director, Front of House Staff, and Venue Technicians, the Coordinator will provide leadership in implementing etiquette training for seasonal staff and contracting access services throughout the festival.

**Vaccination Policy:** As of October 1, 2021, all new job offers are conditional based on the candidate being fully vaccinated for COVID-19. All full-time, part-time, and seasonal staff for the 2022 Minnesota Fringe Festival must provide proof of completed COVID-19 vaccination according to CDC guidelines two weeks prior to their start date.

### Responsibilities

- Serve as the main point of contact for festival producers with access needs, access providers, and patrons seeking access services immediately leading up to and during the festival.
- Act as the keeper of knowledge for all access policies, venue access contacts, and other necessary information to ensure smooth operations for producers, providers, and patrons.
- Coordinate with venues and Fringe communications team to ensure up-to-date information regarding access is prominently communicated online and in social media.
- Provide access and etiquette training for seasonal front-of-house staff to promote positive relationships between Fringe and communities seeking access; communicate details of access policies, expectations, and festival procedures with seasonal staff and patrons.
- Coordinate and work with Artist Liaison to communicate access schedules to selected artists and collect necessary information from selected artists to ensure successful services can be provided.
- Work with designated vendors to acquire additional equipment needs, such as open captioning machines, as well as load appropriate software on corresponding laptops and Kindle tablets with large print scripts.
- Coordinate assignment of access providers, including ASL Interpreters, Audio Describers, and Open Caption techs, to venues based on artist/audience needs/schedule restrictions and ensure all venues are prepared for access performances.
- Spearhead outreach efforts in concert with festival leadership and communications team to invite people with disabilities and access needs to participate in the festival.
- Troubleshoot access issues during the festival, supporting staff and volunteers as necessary.
- Check-in regularly during June/July to ensure progress towards established goals.
- Operate within the confines of the access budget.
- Conduct access provider post-mortem surveys to address issues or areas of improvement.

### Qualifications

- Working general knowledge of theater access services
- Experience managing and scheduling contractors or access providers
- Comfortable with computer systems including the Google Ecosystem and Microsoft Office
- Ability to communicate quickly and effectively with many people across many platforms, including email, text, phone, and in person
- Experience working/managing performance festivals preferred

### Time & Pay

The Festival Accessibility Coordinator is a seasonal contract position, running mid-June through mid-August, that reports to the Executive Director and is tasked with hiring and scheduling access providers to ensure access services throughout the Festival, which runs August 4-14. Timing is flexible, but hours per month have been approximated to total: June (10), July (20), August (20). Pay is \$1250 paid over 3 installments plus a Staff Pass for the 2022 Festival to see shows for free (\$450 value).

### Application Process

Persons interested in applying for this position should send a cover letter and resume to Dawn Bentley ([dawn@fringefestival.org](mailto:dawn@fringefestival.org)) before May 15, 2022. Our intent is to hire by early June.