

Minnesota Fringe connects adventurous artists with adventurous audiences by creating open, supportive forums for free, diverse expression. Through festivals and dynamic year-round programs, Fringe is an artistic disruptor for local and touring artists to take bold risks, develop new ideas, and hoist themselves to the next rung of their artistic ladder. Our flagship Festival has distributed \$2.5 million+ to artists over the last decade.

Fringe seeks ~20 creative, dynamic self-starters to join our team as Box Officers for the 31st Annual Festival. This is a hands-on opportunity to help run front of house operations for a large scale festival that sells over 30,000 tickets each year over our 11-day Festival.

Responsibilities & Expectations

- Attend mandatory Box Officer training session
- Execute box office operations during the Festival such as:
 - Handle monetary transactions by selling tickets, buttons, and passes
 - Carry out front of house policies and procedures
 - Calmly find solutions for issues that arise in the field
 - Interact with patrons, volunteers, and artists to facilitate policy in action
 - Carry out daily opening & closing procedures

Successful candidates will have a variety of the following skills:

We are open to the following having been acquired in different industries or in a different context other than the performing arts. We encourage applicants to apply if their experience and skillset is a fit for this role, even if they do not meet every qualification on this list.

- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- Great customer service skills
- Experience working in sales and/or with volunteers and patrons
- The agility to meet ever-changing demands in a fast-paced organization
- Excellent written, communication, and organizational skills
- Superb interpersonal skills under pressure in the field
- An ability to work on projects independently and a willingness to learn new skills
- Ease with counting, handling money, & dealing with tablets/technology, & Google ecosystem
- Reliable transportation (access to mass transit/car/bike/set of wheels is crucial)
- Knowledge and/or interest in theater, performing arts, or event management a plus
- Previous Fringe volunteer or staff experience a plus

Time Commitment: July 17 - August 11, 2024

Box Officers can expect to work at least 5 shifts during the 11-day Festival. Box Officer shifts fall on evenings and weekends during the 11-day Festival, which takes place August 1-11. Shifts are between 4-6 hours. Box Officers will need to be available to work until 10pm during some of their shifts. Box Officers *must* attend a mandatory in-person, paid training session on Wednesday, July 17th from 6:00pm-8:30pm.

Compensation

- \$15.57/hr, including training sessions, paid as a W2 Employee
- Box Officers are responsible for tracking their own hours
- Earned hours of sick and safe time
- Staff Passes for the 2024 Fringe Festival to see shows when not on duty

Application Instructions

Interested persons should fill out our application form, found [at this link](#). Positions will remain open until all are filled. Questions and requests for accommodations can also be addressed to felicia@fringefestival.org