

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 a creative, dynamic Festival Logistics Coordinator to join our staff. This role will provide direct support to the Director of Audience & Volunteer Engagement (DAVE) to dispatch volunteers and our Front of House team during the festival. This role will provide office & mobile support during the 31st annual Minnesota Fringe Festival.

Responsibilities

- Partner with the front of house team and DAVE to prepare all necessary front of house materials for the festival
- Assist DAVE in supervising and training volunteers
- Troubleshoot technical issues with FOH equipment and software (iPads, Square)
- Help support Data Steward, data organization and prepare will call
- Dispatch and communicate with volunteers prior to and during the festival
- Serve as primary contact for radio channels during the festival
- Track and problem solve ticketing issues in real time
- Account for daily festival operations on radio channels
- Carry out regular daily opening procedures during the festival

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.

- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- At least 2 years of arts, volunteer, or front-of-house management experience (previous experience as Fringe staff/volunteer is a plus)
- 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 meet deadlines
- Strong leadership and collaborative skills
- The ability to work long hours and late nights once the Festival begins
- Reliable transportation (access to a car/bike/set of wheels is crucial during the Festival)
- Knowledge and/or interest in performing arts event management a plus
- Willingness to learn new skills

Time Commitment: June 1-August 15

The Festival Logistics Coordinator can expect to work from June 1 - August 15. Those hired can expect to work a tapered schedule, amounting to approximately 5 hours per week in the month of June, 10 hours per week in the month of July, and 20-40 hours per week August 1-11, with a post mort meeting occurring on August 13. Seasonal staff hours will fall on weekdays, evenings, and/or weekends. This job may be difficult for those with a standard M-F 9-5 work schedule.

- The bulk of this work will occur between July 25-August 13.
- Between time of hire and training sessions, there will be a small amount of email communication, info sharing, and scheduling.
- All Staff must attend and assist with a portion of the following training sessions.
 - Sessions are tentatively scheduled for July 17, 18, 25 in the evenings (between 6:30pm-9pm); and on July 20 and 25th from 10am-2pm.

Compensation

- The FLC will be compensated with a \$2500 stipend paid in two installments during contract as a W2 employee. This amounts to an approximate total of 125 hours, paid at \$20/hour.
- Seasonal staff members are expected to track their own hours
- Earned hours of sick and safe time accrued at 1 hour for every 30 hours worked
- Seasonal Staff will receive an all-access pass for the 2024 Festival to see free shows when not on duty.

Application Instructions

Interested persons should fill out our application form, found [at this link](#).

Questions and requests for accommodations can be addressed to Director of Audience & Volunteer Engagement, Felicia Cooper at felicia@fringefestival.org

This posting will remain open until all positions have been filled.