

Minnesota Fringe's mission is to connect adventurous artists with adventurous audiences. Fringe is preparing for its annual Fringe Festival taking place July 31-August 10, 2025. As the largest performing arts festival in the Midwest, Fringe will fill 20,000+ seats with audiences viewing >100 shows and >550 performances by more than 500 artists on a variety of stages in Minneapolis.

Fringe seeks a creative problem solver and responsible individual to join our team as Festival Technical Director. The Festival Technical Director responsibilities include planning and executing technical logistics leading up to and throughout the Fringe Festival season. Working in concert with the Artist Liaison and alongside the Director of Audience & Volunteer Engagement, the Festival Technical Director is involved with the execution of events including hiring and training of technical personnel, interfacing with and managing artist technical requests, allocating equipment, load-in and load-out of Festival venues within the established timelines and financial goals.

Responsibilities

- Serve as the main point of contact with all venues immediately leading up to and during the festival and the keeper of knowledge around key and access policies, emergency contacts, and other necessary information to ensure smooth operations.
- Coordinate with venues to ensure up-to-date information regarding the needs of the festival and festival artists.
- Coordinate with vendors for additional equipment needs including delivery and return schedules.
- Update job descriptions and contracts for seasonal technicians. Hire, manage, and train seasonal venue technical staff. Oversee staff relations and execute disciplinary action when necessary according to Fringe policies.
- Coordinate assignment of technicians to venues based on venue/artist needs and experience of individual technicians. Manage load-in/strike for all Fringe-managed venues, coordinating crew and ensuring all venues are prepared for rehearsals and performances.
- Lead technical workshops for producers, communicating details of technical policies, expectations, and festival procedures.
- Work with artists individually to answer technical requests and coordinate technical needs for each show. Review artist technical questionnaires to ensure festival policy adherence and address issues or questions before technical rehearsals begin.
- Coordinate and communicate technical rehearsal schedules to all festival artists.
- Troubleshoot problems during Festival, supporting technical staff as necessary.
- Attend (most) bi-weekly / weekly staff meetings April - July to ensure all staff are briefed on technical aspects of Festivals and progress towards established goals.
- Operate within confines of Technical Operations budget. Manage direct report payment schedule.
- Conduct direct report post-mortem survey to address issues or areas of improvement.

Pay

This is a seasonal 1099 position (\$7000/festival season or roughly \$40/hour that reports to the Executive Director. This is a renewable contract for which the terms can be revisited on an annual basis during the annual position review.

To apply, email a resume and cover letter to [Dawn Bentley](#) prior to November 15, 2024.

2025

TIMELINE

January (2 hours)

- Staff meeting

February (5 hours)

- Staff meeting
- Lottery drawing

March (10 hours)

- Staff meeting
- Update tech job description
- Contact former techs about re-employment
- Tech interviews

April (15 hours)

- Staff meeting
- Venue visits
- Venue scheduling
- Tech interviews (50% hired)

May (20 hours)

- Staff meeting
- Five Fifths (fundraiser)
- Tech interviews (100% hired)
- Mandatory venue meetings

June (20 hours)

- Staff meeting
- Tech venue assignments
- Artist tech scheduling
- Equipment planning

July (40 hours)

- Staff meetings (2)
- Tech workshop for artists
- Tech workshop for techs
- Load In
- Tech Week

August (60 hours)

- Festival
- Load Out
- Festival Post-Mortem

September (3)

- Staff meeting
- Position review