

Minnesota Fringe's mission is to connect adventurous artists with adventurous audiences. Fringe is preparing for its 32nd 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 500 performances by more than 600 artists on a variety of stages in Minneapolis.

Minnesota Fringe is seeking a creative and attentive Communications Assistant to join our team during the festival season (June - August). This role will work directly with our Social Media Manager to create social media content, design email blasts, capture content at the festival, and execute content partnerships.

Responsibilities

- Creating social media content based on the strategy devised by organization.
- Building email blasts in Mailchimp for each day of the festival
- Capturing photo and video content at festival shows
- Communicating with artists to execute content collaborations
- Working with the Social Media Manager to produce content ahead of and throughout the festival

Qualifications

We are open to the following having been acquired in different industries or in a different context other than the performing arts. We understand you may not possess every qualification listed.

- At least one year of professional experience (internships included) in digital communications
- Ability to work both independently and collaboratively
- Your strongest skills include attention to detail, problem solving, and creativity
- Interest in working in social media, marketing, or communications

Preferred Qualifications:

- Experience in Mailchimp or another email marketing system
- Experience with photography
- Experience working with nonprofits

Time Commitment

This position has a gradual schedule leading up to the festival.

- June: ~5 hours/ week
- July: ~8 hours/ week
- First half of August (during festival): ~20 hours/ week

Compensation

- The Communications Assistant will be paid \$18/hour and receive a Staff Pass for the 2025 Festival to see all shows for free (\$750 value). Pay dates are typically the 15th and last day of the month and contractors are paid according to the hours they log during the period. Total pay for this position is anticipated to be \$1800.

To Apply

To apply, please email socialmedia@fringefestival.org with your resume, a short note about why you're interested in this position, and your portfolio (optional). Even if you do not fit every qualification, if you feel you are right for this position, please apply! **Applications are due May 16, 2025.**