

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 4 creative, dynamic team-players to join our staff as Front of House Coordinators. Front of House Coordinators will work directly with the Audience & Volunteer Services (AVS) Director to help prepare front of house operations prior to the festival+ and will provide office & mobile support during the 2022 Minnesota Fringe Festival which runs August 4-14.

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

- Partner with the front of house team and AVS Director to prepare all necessary front of house materials for the festival
- Assist AVS Director and Volunteer Manager in supervising and training volunteers
- Manage lines and direct large crowds of people
- Enforce Minnesota Fringe's COVID-19 vaccination policy
- Troubleshoot technical issues with FOH equipment and software (iPads, Square)
- Calmly find solutions for issues that arise with patrons / volunteers / artists
- Be prepared to step into any Front of House or volunteer role
- Carry out daily opening & closing procedures during the festival

Successful candidates will have:

- 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
- Strong leadership and collaborative skills
- Ease counting and handling money
- The ability to work long hours and late nights once the Festival begin
- Reliable transportation (access to a car/bike/set of wheels is crucial during the Festival)
- Knowledge and/or interest in theatre, performing arts, or event management

Time Commitment/Compensation

- July 5 - August 15; \$2000 stipend paid in two installments during contract
 - Seasonal staff hours will fall on weekdays, evenings, and/or weekends.
 - Seasonal Staff will receive an All-Access Pass for the 2022 Festival to see free shows when not on duty.
- Between time of hire and training sessions, there will be a small amount of email communication, info sharing, and scheduling.
- All Staff must attend training sessions.
 - Sessions are tentatively scheduled for July 21st, August 1st, & August 2nd



Front of House Coordinator

Application Instructions

Please fill out the application form found at [this link](#).

Questions can be addressed to Audience & Volunteer Services Director Kaitlen Osburn at kaitlen@fringefestival.org.

This posting will remain open until all 4 positions have been filled.