

Job Title: Artistic Projects Manager
Reporting To: Festival Director
Responsible For: An individual to oversee and manage Dublin Fringe Festival's artistic programmes.

About the role:

As Artistic Projects Manager of Dublin Fringe Festival, you are a key member of our core team. Your job is administrative and creative; mixing the best parts of artist support, producing and project management to bring Fringe's bold creative vision to life. You'll manage a variety of artistic programmes and events year-round, ranging from off-site artist residencies to live performances during our annual festival.

You are the first point of contact between Fringe and artists. You oversee the planning and execution of artistic projects and relations year-round. You drive overall festival operations as they relate to artists, coordinating the festival's applications, scheduling and venue assignments. You are resourceful and take initiative – you excel at finding solutions and delivering results.

When it comes to detail management, you're beyond thorough: you take pride in never missing a beat. You are an excellent communicator with the ability to manage the flow of high-volumes of information. The festival staff relies on you to keep them updated, from start to finish. You thrive as part of a team – you'll be joining one of the most skilled, dynamic and hard-working teams in Ireland.

You are knowledgeable and passionate about talent development, the performing arts and cultural life in Dublin and in Ireland. You're full of ideas and an enthusiastic sparring partner, eager to bring your perspective to Fringe's work. Your job invites you to track talent, advance the role of the performing arts in Ireland and positively impact the lives and livelihoods of artists.

About Dublin Fringe Festival:

Dublin Fringe Festival is home to bold ideas, brave performing arts and adventurous audiences. Fringe is a curated, multi-disciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers. The festival is where artists challenge, subvert and invigorate their disciplines and practice.

Ireland's largest multi-disciplinary arts festival and operator of the year-round artist support centre FRINGE LAB in Temple Bar, Dublin Fringe Festival supports artistic vision, ambition and excellence across a range of art forms and offers supports, resources, space, time and professional development to the Irish independent arts sector. Followed by fans and first timers alike, Dublin Fringe Festival draws more than 40,000 spectators for 16 days each September and transforms Dublin into an exposé of great creative talent from around the globe.

The scale and environment of the festival broadens arts participation, introducing artists and audiences and playing a pivotal role in the fabric of Dublin and Irish cultural life. Dublin Fringe Festival is a platform for the best new, emerging Irish arts companies and a showcase for the finest international contemporary performing arts. For artists, Fringe facilitates opportunities to

innovate, to cross boundaries and strengthen the conditions in which they work. For audiences, Fringe is the place to discover meaningful, exciting and unforgettable cultural experiences.

www.fringefest.com

What the Job Entails:

Project Management

- Construct programming timelines, manage deadlines and drive delivery, ensuring an efficient and well managed chain of communication throughout the year.
- Schedule and conduct year-round meetings with artists regarding Fringe projects including application processes and artist support schemes.
- Co-ordinate the annual festival submission process and liaise with all artistic companies applying, participating or being presented by Dublin Fringe Festival, ensuring that they are well informed at all times.
- Deliver the annual festival programme by build the festival schedule and manage information flow of essential data including contacts, pricing, and billing.
- Work with the Festival Director and Production Manager to schedule work into the most suitable venues across Dublin ensuring constant and informative communication with venue management.
- Ensure the highest possible levels of communication between festival departments working closely with the Festival Director, General Manager, Marketing and Development Manager and Production Manager as well as 30+ venues and other key partners.
- Work with the General Manager to ensure the completion of all contracts and paperwork for presenting companies.
- Act as primary artist liaison for international and local artists.
- Manage and report on artist liaison budget for travel/accommodation, per diems, and hospitality.
- Oversee meeting schedule and communications with Judges panel.
- Manage the filing and archive of all programming material and feedback to artists.

Programming and Producing

- Participate in curatorial decision processes with the Festival Director.
- Conduct research projects for programme planning as assigned by the Festival Director.
- Support the development and delivery of all events including but not limited to artist mentorship, sourcing appropriate venues and securing permissions.
- Co-ordinate master classes, residencies and mentorship programmes both in FRINGE HQ and offsite.
- Support the delivery of all FRINGE LAB events and workshops.
- Deliver the programme to the Marketing and Development manager and collaborate with them on social media and press for all artistic events.
- Speak on behalf of the Festival about its programmes and missions at events and meetings.
- Track talent, attend performances, work-in-progress presentations and rehearsals in Ireland and occasionally abroad.
- Manage interns and staff where relevant.

Other Duties

- Other duties as required to support the Festival Director and the General Manager.
- Fringe HQ is an active place with a small team year-round. At different points of the festival cycle, you'll be expected to provide support to your colleagues, to the building and to the artists that work there.

Person Specification - What You Bring To The Role:

Essential

- At least two years' experience in a project management or producing role in the arts. You are resourceful and full of initiative. You excel at problem solving and show leadership in the delivery of tasks.
- Superior organisational and administrative skills. You have the proven ability to multitask and work to tight deadlines.
- Excellent time management skills. You can handle a busy workload year-round with peaks during festival time. You're willing to work flexible hours.
- Superior communication and interpersonal skills, and an ability to work in an open-plan office environment.
- Knowledge of the arts within Ireland and internationally.
- Experience managing and reporting on budgets and overseeing purchasing.
- An understanding of the technical production process.
- Understanding of artistic processes and artist development.
- Excellent and proven IT skills with knowledge of all Microsoft applications including Word, Excel, PowerPoint, Google Docs, Online Surveys and Social Media.
- Valid passport.
- A personality that thrives on working as part of a tightly knit team, and a good sense of humour.

Desirable

- Big ideas.
- Passion for emerging, independent and experimental arts in Dublin and Ireland.
- Strong knowledge base of venues and events in Dublin and Ireland.
- Experience in the technical, design and/or stage management aspects of live performance production, event planning and/or experience working with a festival.
- Connections to at least two fields of the cultural sector (e.g.: theatre, music, comedy, circus, film, dance, cuisine, design, publishing, literature, architecture, etc.)
- Multilingual (another language beneficial but not essential).
- Literacy in digital marketing basics: basic web updates, email marketing service providers and all Microsoft applications.

Terms and conditions of employment

- The position is for a one-year contract and includes a 6-month probationary period.
- This is a full-time position of 5 days a week, with the normal working day being 35 hours per week, 10am to 6pm. It is understood that at times you may be expected to work such hours as are necessary to support the workload in question. Any hours worked over the contracted hours per week outside of the festival period (August 1 – September 30) may be taken in lieu with prior agreement with your line manager.

- The position holds an entitlement of 20 days holiday per year, plus all public holidays.

Salary: Circa €32,000 – €34,000 per annum commensurate with experience

How to apply

To apply for this position please send a CV detailing your experience and listing two references (preferably with their email addresses) and a covering letter telling us:

1. Why you're right for this role; both in terms of experience and meeting the selection criteria
2. Why you want to work at Fringe

Applications must be submitted to recruit@fringefest.com and addressed to Ruth McGowan, Festival Director. Your application will be treated with the strictest of confidence.

Closing Date for applications is 12pm noon Thursday 17th January 2019.

Candidates selected for interview will be asked to give a short presentation to be delivered to the interview committee. Details of this will be communicated in advance of an interview. First round interviews will take place between **28-29 January** with second interviews **4-5 February** if necessary.

Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Fringe Festival is core funded by the Arts Council / An Chomhairle Ealaíon, Dublin City Council and Fáilte Ireland.