



Job Title: Programme Manager
Reporting To: Festival Director
Responsible For: An individual to oversee and manage Dublin Fringe Festival's programme and the year-round operations of FRINGE LAB.
Application deadline: Monday 27th November at 5:00 PM

As Programme Manager of Dublin Fringe Festival, you are a key member of our core team. Your job is creative, social and administrative; mixing all the best parts of project management, supporting artists and bringing Fringe's bold creative vision to life.

You oversee the assembly and planning of Ireland's largest multi-disciplinary arts festival, from all aspects of the submission and programming process. You coordinate the festival's scheduling, venue assignments and overall running of the artistic programme. When it comes to detail management, you're beyond thorough; you take pride in never missing a beat. You are the first point of contact between Fringe and festival artists; you manage the operations of our year-round artist resource centre, FRINGE LAB.

You are knowledgeable and passionate about the performing arts and cultural life in Dublin and Ireland and you want to contribute to the artistic vision of the festival. You're imaginative, curious and an enthusiastic sparring partner, eager to bring your perspective to Fringe's work. Your role invites you to track talent, advance the role of the performing arts in Ireland and positively impact the lives and livelihoods of artists. You'll do it alongside of one of the most skilled, dynamic, supportive and hard-working teams in Ireland.

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, 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 30,000 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:

Programme Management

- Co-ordination of the annual submission process, processing and filing applications and ensuring an efficient and well managed chain of communication to the Festival team.
- Work with the Festival Director in selection of material from submissions for inclusion in the Dublin Fringe Festival.
- Liaise with all companies participating or being presented by Dublin Fringe Festival.
- Working with the Festival Director and Production Manager to programme work into the most suitable venues across Dublin ensuring constant and informative communication with venue management.
- Ensuring the highest possible levels of communication throughout the festival working closely with all members of festival team, presenting companies, venue and other partners.
- Recruitment and management of programming and artist liaison team.

Programming

- Research and participate in decision processes for programming planning for core Irish and international presentations and special projects.
- Speak on behalf of the Festival about its programmes and mission at networking events, talks, classes and seminars.
- Represent Fringe occasionally at Irish and international events to scout work and represent the festival.
- Attend performances, work-in-progress presentations and rehearsals on behalf of the festival.
- Support the development and delivery of all programmed events.
- Manage and oversee Festival Judging scheduling and programme.
- Manage and oversee Festival Neighbourhood scheme with marketing and development department.
- Facilitate residencies both on location in FRINGE LAB and offsite.
- Manage the filing and archive of all programming material and feedback to artists.

FRINGE LAB

- Oversee the delivery of the programming vision of FRINGE LAB with the Festival Director and FRINGE LAB Co-ordinator, including but not limited to devising and overseeing residency programmes, artist development events, workshops, training and networking sessions and more.
- Manage FRINGE LAB studio submissions and schedules.
- Oversee relationship management and development of clientele for studio hire alongside FRINGE LAB Co-ordinator.
- Responsible for the maintenance and management of FRINGE LAB artists' office including management of the FRINGE LAB artists in residence programme.
- Work with the Festival Director and FRINGE LAB Co-ordinator to select and deliver workshops, master-classes and artists' residencies.
- Collaborate with the marketing and development manager on all public FRINGE LAB communications efforts including social media and press.

Artist Liaison

- Manage travel, accommodation and general logistic information and provision for participating artists.
- Source affordable and appropriate accommodation in Dublin and compile an accommodation list, working with the Development department where appropriate to recommend accommodation partners and potential sponsors.
- Organise and manage work permits, visas and other documentation required for international artists.
- Manage transport, hospitality and other artist liaison services provided by the Dublin Fringe Festival for artists.
- Oversee the Artist Liaison budget and purchasing.
- Coordinate staff and artist's passes and other festival hosting materials

Other Duties

- Support the Festival Director and Fringe team on issues relevant to programming and medium – long term strategy.
- Other duties as required.

Person Specification - What You Bring To The Role:

Essential

- Excellent organisational skills and the proven ability to multitask and work to tight deadlines.
- Superior time management skills. You can handle a busy workload year-round with peaks during festival time. You can manage multiple tasks at once and deliver according to tight deadlines. You're willing to work flexible hours.
- Knowledge of the arts within Ireland and internationally
- At least two years' experience in a programming or producing role in the arts.
- Superior communication and interpersonal skills.
- Experience managing budgets and overseeing purchasing.
- Experience in the technical, design and/or stage management aspects of live performance production, event planning and/or experience working with an arts festival.
- 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

- Passion for emerging, independent and experimental arts in Dublin and Ireland.
- Strong knowledge base of venues and events in Dublin and Ireland.
- Connections to at least two fields of the cultural sector (eg: 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 3 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 (Sept 8 – 23, 2018) 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; this may not be taken until the probationary period has been completed.

Salary: Circa €31,000 – €35,000 per annum commensurate with experience

How to apply

To apply for this position please send a CV detailing your experience and listing three 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, Incoming Festival Director. Your application will be treated with the strictest of confidence.

Closing Date for applications is Monday 27 November 2017. Only shortlisted applicants selected for interview will be contacted.

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 on Monday 4 December 2017.

Second round interviews will take place on Monday 11 December 2017.

Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Fringe Festival is funded by Arts Council.