

## Melbourne Fringe Position Description

Position Title: **Sustainable Design Producer**

Reports to: General Manager/ CEO

Works with: Creative Producer, Volunteer Coordinator

Roles Reporting to this position: Trainee Producer and Volunteers

Date Prepared: 23 May 2005

### Job Purpose:

- Produce a high profile Fringe event – Sustainable Design
- Undertake an artist in residency with primary schools in Stonnington Council promoting creativity, innovation and excellence in education
- Residency culminates in a cross artform exhibition at Chapel Off Chapel encouraging the exploration of sustainability within contemporary society
- Actively encourage the participation of educators and students in artist residency and exhibition – particularly targeting primary school level involvement (years 4-6)
- Promote the Melbourne Fringe Festival as a key platform for innovation and design in Melbourne
- Manage all aspects of the event including: recruitment of students and schools for residency, engagement and coordination of schools for participation in exhibition, venue liaison, curation of the exhibition, promotion, marketing and launching the exhibition
- Support relationships with sponsors, funding bodies and local government and seek new income streams for the events

### In particular the role is responsible for the following areas:

- Identify and recruit schools to be involved in artist in residency and exhibition
- Coordinate the submission of entries for the exhibition
- Liaise with sponsors and funding bodies according to the specifications of their support
- Encourage teachers to include participation in the exhibitions as part of their curriculum study
- Liaise with the venue about contracts, dates, times, technician support and layout of exhibitions
- Liaise with General Manager regarding possible sponsorship opportunities and fulfilment of sponsor contractual obligations
- In liaison with the General Manager and Creative Producer, produce appropriate print material
- Coordinate the event launch
- Coordinate the supervision of the exhibition, using volunteers and artists, in liaison with the Fringe Volunteers Coordinator
- Coordinate the judging process for prizes
- Manage and deliver the program within budget
- Provide supervision and management for a Trainee Producer
- Keep Fringe core staff informed on a regular basis of the projects' development and attend regular production / staff meetings at the Melbourne Fringe office

### Qualifications

- Undergraduate degree
- 3-5 years work experience in a relevant field specifically artists in residency within education context, planning events and exhibition management

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## **Skills Required**

- Sympathy with the goals and philosophy of Melbourne Fringe
- Experience working with students and the primary school system
- Familiarity with principles of design and sustainability
- Familiarity with the Melbourne design / innovation community to source judges, advice and support
- Strong Planning, organisational and interpersonal skills
- Quick, creative thinking and problem solving; independent decision making
- Disciplined and resourceful with restricted, specific budgets
- Experience in media relations desired
- Excellent written and verbal communications
- Proven ability to establish networks and support artists

## **Terms of Employment**

- The Fringe Sustainable Design Producer will be employed by Melbourne Fringe and will work from the Fringe office
- The contract will start in June 2005 and end late October 2005
- A full detailed report must be supplied to Melbourne Fringe by Friday 29 October 2005
- The contract fee is \$7,000 gross. Standard superannuation & work cover apply. Holiday pay is included in the fee
- A large amount of on-site & out of hours work will be required during the pre-Festival and Festival periods

## **Melbourne Fringe**

Melbourne Fringe (est. 1982) has a clear purpose and place in the arts community of Melbourne. It supports the development and profile of contemporary arts practices, particularly creating opportunities for both experienced and emerging artists to present new work in front of the largest possible audience. The organisation focuses its activities on the annual Melbourne Fringe Festival, timed for late September - October. Throughout the year however, Fringe undertakes on-going activities which include: marketing the organisation; providing support to Fringe artists, information and developmental programs for artists; accessing sponsorship and artistic partnerships; providing hands on training opportunities for artists, technicians and managers; and brokering direct, practical support in venue access.

## **Our Mission**

Melbourne Fringe is an umbrella organisation of, and for, independent artists which celebrates and fosters the development and presentation of new artistic work, across all media. It is an information and resource network which presents festivals and events that have significant cultural impact at a local, national and international level for artists, audiences and the general public.

## **Our Vision**

That Melbourne Fringe will be a vibrant cultural nucleus that is recognised as the generator for the development and presentation of new work in Australia. Artists will engage with the organisation all year round. Melbourne Fringe's office hub will provide valuable resources such as space, workshops & a place to meet and thrash out new ideas –space for artists to dream. The annual Festival will remain irreverent & edgy, challenge the status quo and look for new ways to engage and stimulate stakeholders. Every year Fringe will set Melbourne on fire encouraging local & interstate audiences to seek out the new, challenge themselves and participate.

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Contact for Questions: Damien Hodgkinson, General Manager  
[damien@melbournefringe.com.au](mailto:damien@melbournefringe.com.au)

Applications are due by Tuesday 31 May 2005

Application for Sustainable Design Producer  
General Manager  
Melbourne Fringe  
PO Box 2953  
FITZROY VIC 3065  
Or [damien@melbournefringe.com.au](mailto:damien@melbournefringe.com.au)