Minnesota Fringe connects adventurous artists with adventurous audiences by creating open, supportive forums for free and diverse expression. Through our summer festival and dynamic 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 and was recently awarded City Pages’ Best Festival.

Fringe seeks creative, dynamic team-players to join our staff as Front-of-House Coordinators for the 2021 Minnesota Fringe Festival.

All are welcome to apply. Minnesota Fringe is committed to fostering a diverse and inclusive workforce and environment for all members of our staff and board, and for all our artists, volunteers, subcontractors, vendors, and patrons. We strongly encourage people of color and BIPOC individuals, LGBTQIA+ individuals, people with disabilities, and veterans to apply. All qualified applicants will receive consideration for employment and will be notified of their application status within a reasonable time frame.

Minnesota Fringe does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Responsibilities
Front-of-House Coordinators will partner with the Audience & Volunteer Services (AVS) Director and the rest of the team to prepare necessary materials and provide customer service prior to and during the Minnesota Fringe Festival.

Tasks may include but are not limited to:
- Answering phone calls and returning voicemails
- Returning email inquiries & patron correspondence
- Assisting online customers with creating accounts
- Guiding patrons through our online performance platform
- Preparing mailers for patrons who have purchased admission buttons
- Creating digital content to share on various social media platforms
- Providing low-level IT support for artists, producers, and patrons
- Assisting with accessibility services (like closed captioning)
- Oversee volunteers and/or work alongside volunteers in the office

Qualifications
Successful candidates will have an assortment of the following (or equivalent) skills:
- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- Agility & flexibility to meet ever-changing demands in a fast-paced organization
- Competent at communicating clearly
- Ability to navigate computers, tablets, and spreadsheets with ease
- Superb interpersonal or customer service skills even while under pressure
- Ability to work on projects independently
- Strong leadership and collaborative skills
- Ability to self-motivate and work remotely
- Enthusiasm to learn new systems, contribute ideas, and problem solve
- Knowledge and/or interest in theatre, the arts, or event management a plus
Front-of-House Coordinator

Time Commitment/Compensation

- **The contract runs from June 28 - August 16.** The $1000 salary will be paid in two installments on July 15 and August 15. Front-of-House Coordinators will be W2 Employees for the duration of their contract.
- Upon hiring, a specific schedule will be worked out with the AVS Director. Front-of-House Coordinators will be expected to **commit 8-12 hours per week** during the contract. Some weeks will require more hours, some weeks will require less. Flexibility and communication are key.
- Ambassadors should expect to do some work remotely, but also be prepared to fill some shifts in-person and follow COVID-19 protocols. Front-of-House Coordinators should be available for a mix of business hours (10-5pm) and evening hours. Weeks in which the Coordinators should be prepared to schedule the most hours, and/or be on call are July 11-24, and August 5-15.
- **Mandatory training/work days are June 28, June 30, July 1, August 4, August 5,** times TBD

To apply for this position, fill out the online application form located [at this link](#). Applications accepted until March 7th. You will be notified of your application status by the end of March.

If you need a paper copy of the application form or have questions or other needs, please contact kaitlen@fringefestival.org.