

**Job Title:** Weft Project Co-ordinator  
**Reporting To:** General Manager  
**Responsible For:** Co-ordination of the Weft project, including administration, managing communication flow, and supporting delivery of artist development events

#### **ABOUT THE ROLE:**

Dublin Fringe Festival is a year-round artist support organisation that is a home to artists and a platform for brand new work across every discipline. It is a thriving community that celebrates bold ideas and brave performing arts every September, marking its 27<sup>th</sup> edition in 2021. In April 2021, **we announced a new 18-month project, Weft**, focusing on talent development and network building for emerging and early career Black artists and artists of colour in Ireland.

As Weft Project Co-ordinator with Dublin Fringe Festival, you are a key member of our project team. This part-time position is rewarding and hands on. Weft is a brand-new project and you will support Dublin Fringe Festival and partners in the planning and delivery of various elements of the programme, from start to finish. Reporting to the General Manager, the successful applicant will maintain a high standard of care and excellence in all contacts with partners, participants, and other stakeholders.

Your job is administrative, dynamic, and interpersonal; you will be the first point of contact between Fringe and Weft participants on an ongoing basis. You oversee the administration and operations of this scheme, coordinating all aspects of the day-to-day running of the project. You coordinate scheduling, finances, and overall operations as it relates to participating artists. When it comes to detail management, you take pride in never missing a beat. You're curious and eager to bring your perspective to Fringe's work.

You're highly organised, meticulous and a great communicator, acting as liaison with all project partners. You'll take initiative, working closely with all departments to support the execution of a cohesive strategy across all aspects of project delivery, from communications to events. You'll support artists, producers and arts administrators to deliver a variety of artist development projects, events and initiatives. You are responsible for the launch and execution of numerous open calls for artist and audience participation, managing applications and tracking decision-making, and the care and hosting of participants. You'll ensure excellent record keeping and documentation in each element of the project.

Fringe HQ is an exciting place and will connect you with emerging and early careers artists from across the country, as well as international collaborators. Your job invites you to advance the work of emerging and early career Black artists and artists of colour in Ireland. You'll do it alongside one of the most skilled, dynamic, supportive and hard-working teams in Ireland.

#### **ABOUT WEFT:**

From Dublin Fringe Festival and partners Hot Brown Honey, Origins Eile and Dylan Coburn Gray, Weft is a new 18-month project focusing on talent development for emerging and early career Black artists and artists of colour in Ireland. The project will foster network and community building activity with visionary activists and artists, Origins Eile in residence at Fringe HQ, creating an open access programme of events. Theatre-maker Dylan Coburn Gray will facilitate a participant-led platform for exploratory and experimental works, made by emerging and early career artists breaking new ground in their practices. Hot Brown Honey will assemble a cast and crew of young Irish femmes of colour to create a dynamic new live performance. Weft will build new audiences and deliver thrilling new interdisciplinary performances in 2022, cultivating a visible, approachable entry point to the Irish arts industry for Black artists and artists of colour.

## **ABOUT DUBLIN FRINGE FESTIVAL:**

Dublin Fringe Festival is home to brave ideas, bold performing arts and adventurous audiences. Each year we present a curated, multi-disciplinary festival focusing on new and innovative approaches to the arts. Dublin Fringe Festival is a year-round organisation; we support the development and presentation of new work by Irish and International artists of vision, nurturing artistic ambition and excellence across a range of art forms. An active curator, Dublin Fringe Festival provides an environment in which participating artists challenge, subvert and invigorate their disciplines and practice. Dublin Fringe Festival provides a context for work and demands audience engagement and dialogue. The scale and environment of the festival broadens arts participation, playing a vital role in the fabric of Dublin's cultural life. Read more at [fringefest.com](http://fringefest.com)

## **What the Job Entails:**

### **Administration and Operations**

- Coordinate the day-to-day operations of the Weft project, including but not limited to scheduling, budget tracking, reporting and documentation, reception for guests in the building.
- Assist the project partners with the delivery of Weft programme of events, including but not limited to workshops, training, audience clubs and other networking events both online, in FRINGE LAB and offsite.
- Act as the point of contact for all Weft inquiries via phone and email, providing a comprehensive information service that is professional, informed and welcoming.
- Maintain a database of all participants who interact with the programme.
- Coordinate travel, space booking, accommodation, and general logistic information for all stakeholders.
- Assist with thorough documentation, filing and archiving of all material relating to the scheme.
- Work with members of festival staff to ensure that administrative systems work efficiently and effectively.

### **Co-ordination and Communication**

- Maintain excellent communication between the project partners and Festival management team;
- Working with the General Manager to implement all policies and procedures for Weft, including management of project specific budgets and generation and tracking of all invoices.
- Collaborate with the Marketing Manager on communication and documentation of all events and opportunities including web updates, social media and press.
- Collaborate with the Artistic department to effectively co-ordinate all three stands of the project alongside year-round FRINGE LAB programme, managing open call application processes and event programming, from selection through to wrap-up with thorough documentation.
- Foster and maintain relationships with participants and partners.
- Connect with high-profile international collaborators across the coordination of the project.

### **General**

- Attendance at a variety of shows and events.
- 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.
- Adhere to staff policies and procedures, as set down in the staff handbook;
- Abide by, support and implement the Festival's Health & Safety Policy, and ensure that all participants are familiar with and comply with emergency and safety procedures.

## **Person Specification - What You Bring to The Role:**

### **Essential**

- Excellent organisational skills and the proven ability to multitask and work to tight deadlines.
- Administrative/ co-ordination experience in any industry.  
In the context of the Weft project, you must have an understanding of the lived experiences of Black people and People of Colour in Ireland.
- Rigorous attention to detail and strong administrative skills.
- Strong communication and interpersonal skills.
- Understanding of digital marketing basics: web updates, email marketing and social media.
- Ability to work in a collaborative environment.
- Superior time management skills. You can manage multiple tasks at once and deliver according to tight deadlines, with peaks at different points of the project and festival cycle.
- IT skills with knowledge of all Microsoft applications including Word, Excel, and Google Docs.
- Willing to work flexible hours, attending events and shows as required.
- A personality that thrives on working as part of a tightly knit team.
- Enthusiasm for the role of artists in society and the arts in cultural life.
- Must have legal status to work in the Republic of Ireland.

### **Desirable**

- Experience working in arts administration, live performance production, event planning and/or experience working with an arts festival.
- An understanding of artistic processes.

### **Terms and conditions of employment**

- This is a part-time position of 2 days a week, with the normal working day being 10am to 6pm, including a lunch break.
- The position has a fixed term contract from October 2021 – December 2022 and includes a three-month probationary period.
- The position holds an entitlement of 8 days holiday per year, plus all public holidays; this may not be taken until the probationary period has been completed.
- The position is based primarily at Fringe HQ on Sycamore Street in Dublin. Please note, Dublin Fringe Festival staff are currently working from home due to Covid-19 public health guidelines.
- All staff have access to the Workplace Wellbeing Programme.

**Salary:** €30,000 pro rata per annum.

### **HOW TO APPLY**

Applicants are invited to submit:

- A CV outlining relevant experience.
- A cover letter outlining what skills and qualities you would bring to the role (2 pages max.)
- Applications should be emailed to [recruit@fringefest.com](mailto:recruit@fringefest.com) by 5pm on September 26th 2021.

### **Schedule:**

1. **Application closing date:** Sunday 26 September 2021 at 5pm
2. **Interview date:** Week of 27 September
4. **Intended start date:** October 2021

*Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Fringe Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. We particularly encourage applications from members of groups who are underrepresented in the cultural sector. **Black people, People of Colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are actively encouraged to apply.***

If you have no previous experience in the arts industry but feel passionately about the role and fulfil most of the essential requirements listed above and can demonstrate transferable skills we would still encourage you to apply. If you wish to contact us for an informal conversation before making an application, please contact Dee Patton at [recruit@fringefest.com](mailto:recruit@fringefest.com) with your questions.

***Dublin Fringe Festival is core funded by the Arts Council / An Chomhairle Ealaíon and Dublin City Council.***