

**Minnesota Fringe connects adventurous artists with adventurous audiences by creating open, supportive forums for free, diverse expression.** Through festivals and dynamic year-round 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.

**Minnesota Fringe seeks 20 creative, dynamic self-starters to join our team as House Managers for the 2022 Minnesota Fringe Festival, which runs August 4-14.**

**Vaccination Policy:** As of October 1, 2021, all new job offers are conditional based on the candidate being fully vaccinated for COVID-19. All full-time, part-time, and seasonal staff for the 2022 Minnesota Fringe Festival must provide proof of completed COVID-19 vaccination according to CDC guidelines two weeks prior to their start date.

### Responsibilities

- Provide excellent and friendly customer service
- Create a schedule to ensure all shifts are covered at your venue
- Supervise and delegate tasks as appropriate to venue volunteers
- Manage lines and direct large crowds of people
- Enforce Minnesota Fringe's COVID-19 vaccination policy
- Interact with patrons, including answering questions or fielding concerns
- Work with technical staff to ensure shows start on time and run smoothly
- Liaise with artists and venue staff; troubleshoot issues as they arise
- Step in to assist volunteers with box office, handle monetary transactions
- Fill out daily reports and communicate issues with office staff
- Attend mandatory training sessions before the festival

### Successful candidates will have:

- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- Front of House/customer service experience (previous Fringe volunteer a plus)
- The agility to meet ever-changing demands in a fast-paced organization
- Excellent written, communication, and organizational skills
- Superb interpersonal skills under pressure in the field
- An ability to work on projects independently
- Strong leadership and collaborative skills
- Ease counting and handling money
- The ability to work long hours and late nights once the Festival begins
- Reliable transportation (access to a car/bike/set of wheels is crucial during the Festival)
- Knowledge and/or interest in the performing arts

### Time Commitment

- Between time of hire and training sessions, there will be a small amount of email communication, info sharing, and scheduling.
- **All House Managers must attend training sessions.**
  - Sessions are tentatively scheduled for July 21<sup>st</sup>, August 1<sup>st</sup>, & August 2<sup>nd</sup>
- House Managers are expected to work approx. 5-9 days of the 11-day Fringe Festival
  - Shifts begin approximately 1-2 hours before the first show through 11:30pm
  - Shows begin at 5:30pm on weekdays, and 1pm on weekends; the last show of the day begins at 10pm (with the exception of the second Sunday when



## Festival House Manager

the final show is 8:30pm.

### Compensation - Minnesota Fringe

- \$15/hr plus a small training stipend paid in one check at the end of the Festival
- An All-Access Pass for the 2022 Festivals to see shows for free when not on duty.

### Application Instructions

Please fill out the application form found at [this link](#).

Questions can be addressed to Audience & Volunteer Services Director Kaitlen Osburn at [kaitlen@fringefestival.org](mailto:kaitlen@fringefestival.org).

This posting will remain open until all 20 positions have been filled.