



## Volunteer Manager

**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.

**Fringe seeks a creative, dynamic self-starter to join our team as Volunteer Manager.** This is a hands-on opportunity to help manage front of house operations for a large scale festival, including recruiting, scheduling, and training the 250+ volunteers that help us run Front of House for our summer programming.

**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

- Partner with Audience & Volunteer Services (AVS) Director to prepare all necessary volunteer materials for the festivals, including devising training modules
- Recruit, schedule, and communicate with all volunteers
- Manage and delegate tasks as appropriate to other staff
- Assist AVS Director in supervising front of house staff and volunteers
- Help manage/prepare front of house operations during the Festival such as:
  - Create content for the daily volunteer emails
  - Delegate and supervise the volunteer team
  - Manage lines, and direct large crowds of people
  - Carry out front of house policies and procedures
  - Calmly find solutions for issues that arise in the field
  - Interact with patrons, volunteers, and artists
  - Assist with box office, handle monetary transactions
  - Be prepared to step into any Front of House or volunteer role
  - Carry out daily opening & closing procedures
  - Enforce Minnesota Fringe's COVID-19 vaccination policy

### Successful candidates will have:

- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- At least 2 years of arts, volunteer, or front-of-house management experience (previous experience as Fringe staff/volunteer is 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 managerial 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 theatre, performing arts, or event management

### Obligations - May 9-August 15

- Approximately 5 hours a week between May 9-June 30
- Approximately 10-15 hours a week between July 1-31
- Approximately 30-40 hours a week from August 1-15



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Schedules can be created in tandem with the AVS Director. Some hours will fall on evenings, and/or weekends depending on special events and training sessions. The Volunteer Manager is expected to attend all Front of House and Volunteer training sessions which are tentatively scheduled for: July 21, 24, 26, 27, 28, 30 and August 1, 2, & 3.

### Compensation

The Volunteer Manager will receive a \$4000 stipend, which will be divided paid in six installments over the summer. Staff members also receive an All-Access Pass for the 2022 Festivals to see free shows 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).

Position will remain open until filled.