

Job Title: Programme Assistant

Reporting To: Programme Manager

We're looking for: An individual to support the festival programme, acting as administrator for the Programme department, alongside coordinating the artist support strand of the organisation.

ABOUT THE ROLE:

Dublin Fringe Festival is a year-round 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 31st edition in 2025, September 6 - 21.

As Programme Assistant in Dublin Fringe Festival, you are a key member of our year-round team. Your job is dynamic, interpersonal, creative and administrative; mixing all the best parts of project management, artist support and bringing Fringe's bold creative vision to life.

You provide support within the Programming department in the programming and execution of the Festival, supporting Festival programming and administration. You will coordinate the artist support strands of the Festival's work, across year-round and Festival, nurturing relationships with various stakeholders, delivering the our annual artist support programme and facilitating new methods of reaching artistic communities, all working closely with the Programme Manager. You will meet and work closely with hundreds of members of Ireland's independent performing arts community and foster ties with visiting international artists. When it comes to detail management, you're beyond thorough: you take pride in never missing a beat. You are the first point of contact between Dublin Fringe Festival and artists on an ongoing basis. We see this position as ambassador, host, problem-solver, cheerleader and keeper of knowledge.

You will support the Programme Manager on outreach and talent development, seeing work from new artists, responding to artist voices, identifying needs across the community and developing models for how to connect with currently unreached demographics of artists. You will support the Programme Manager on the creation of a clear identity for Dublin Fringe Festival's artist support services, working with the marketing team to create a clear brand identity.

This role is busy, rewarding and hands on. Fringe HQ is an exciting place and will connect you with practitioners from across the country. The Programme Assistant works closely with the Programme Manager and Festival Director throughout the programming cycle for our annual September festival. You are responsible for the launch and collection of applications, participating in and tracking curatorial decisions, and supporting the care and hosting of international/commissioned artists during the event.

You will lead on programme accessibility, implementing accessible performances and developing models to increase building and programme access.

You are knowledgeable and passionate about the performing arts and cultural life in Dublin and in Ireland. You're imaginative, curious and eager to bring your perspective to Fringe's work. Your

job invites you to advance the role of the performing arts in Ireland and positively impact the lives and livelihoods of artists. You'll do it alongside of one of the most skilled, dynamic, supportive and hard-working teams in Ireland.

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. A year-round organisation, Dublin Fringe Festival supports 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. FRINGE LAB provides year-round practical and artistic support, responding to the needs of both developing and established artists, technicians, producers and practitioners. FRINGE LAB is both a space and a platform of activities for training and learning. FRINGE LAB rehearsal studios, private office space and drop in facilities, are used by over 200+ companies for 10,000+ hours annually.

WHAT THE ROLE ENTAILS:

FRINGE LAB Administration and Operations

- Work with the Studios Coordinator to:
 - Coordinate the daily operations of FRINGE LAB Studios, including but not limited to, reception for all guests in the building and facility and equipment maintenance. On occasion you may support in the scheduling and booking of spaces.
 - Responsible for managing building access by artists and clients ensuring security and safety at all times between 9.45am and 5.45pm on in-office days.
 - Ensure cleanliness and technical needs of FRINGE LAB Studios (two studios, the Workstation and Artists' Office, kitchen) and provide support to artists and clients when required.
- Support the Programme Manager with the creation and delivery of the FRINGE LAB programme, including meet ups, workshops, focus groups, mentorships, residencies, bursaries etc.: coordinating the relevant engagements, bookings, paperwork, application processes, scheduling, as well the necessary reporting.
- Deliver a year-round programme of events ensuring an efficient and well managed chain of communication with the Festival team, led by the Programme Manager.
- Update the FRINGE LAB programme budget, once developed and signed off with the Programme Manager.

- Host and co-ordinate events year-round and during the festival, for example workshops, training, Fringe FUSE scratch performances, Elevenses, networking events etc., both on location in FRINGE LAB - online and offsite.
- Collaborate with the Marketing department on artistic events including web updates, social media and press. Work on an enhanced Marketing strategy for FRINGE LAB as the year round offering of Dublin Fringe Festival.
- Administrate and contribute to curation of FRINGE LAB social media accounts and monthly newsletter.
- Manage and nurture artist support partnerships through FRINGE LAB. Serve as the artists' first point of contact with the organisation in person, via phone or email.
- Provide detailed reporting on the use and reach of FRINGE LAB programme and support organisation wide reporting initiatives, such as impact measurement, feedbacks, etc.

Festival

- Provide administrative support as needed to the Festival Director and Executive Director.
- Provide the Programming team administrative support during the application launch, programme construction, festival delivery and post-production/wrap up period.
- Maintain a database of all applicants.
- Draft and deliver artist communications, including regular Festival and FRINGE LAB mailouts.
- Track, download and file all applications and supporting material.
- Coordinate all festival passes and other Festival hosting materials.
- Oversee Festival Judges' ticketing in coordination with the Programme Manager and the Box Office, alongside their meeting schedule and communications with Judges' Panel.
- Assist with the filing and archive of all programming material.
- Assist the Festival Director & Programme Manager with programming decisions and considerations, with a particular view to artist development and journey.
- Read Festival applications alongside the Festival Director & Programme Manager.
- In conversation with the Programme Manager, coordinate all artist supports for Festival artists.
- Coordinate and support hospitality for Festival Artists, including neighbourhood schemes, artist passes, meet and greets etc.

- Manage accessibility programming requirements,
- Schedule and conduct year-round meetings with artists regarding Dublin Fringe Festival projects including application processes and artist support schemes.
- Work on outreach and talent development, seeing work from new artists, responding to artist voices and identifying needs across the community. Develop models for how to connect with currently unreached demographics of artists.

Other Duties

- Other duties as required.
- 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 all of your colleagues, to the building, and to the artists that work there.

PERSON SPECIFICATION

Essential

- Excellent organisational skills with proven ability to multitask and work to tight deadlines.
- Rigorous attention to detail and good problems solving abilities.
- Superior time management skills. You can handle a high volume workload year-round with peaks during festival time.
- Willingness to work flexible hours when necessary to support delivery of events.
- Knowledge of / passion for the arts within Ireland and internationally.
- Superior communication and interpersonal skills, ability to work in a busy open-plan office environment.
- Experience managing and reporting on small budgets and small-scale overseeing purchasing.
- Basic understanding of artistic processes and artist development.
- Excellent computer skills with knowledge of all Microsoft applications including Word, Excel, and Google Docs.
- Literacy in digital marketing basics: web updates, email marketing and social media.

- A personality that thrives on working as part of a tightly knit team and a good sense of humour, curiosity and drive.

Desirable

- At least three years' experience in arts administration and production.
- Experience in the technical, design and/or stage management aspects of live performance production, event planning and/or experience working with a festival.
- Strong knowledge base of live performing arts venues and events in Dublin and Ireland.
- Connections to at least two fields of the cultural sector (eg: theatre, music, comedy, circus, film, dance, cuisine, design, publishing, literature, architecture, etc.)

TERMS AND CONDITIONS OF EMPLOYMENT

- This is a part-time position of 4 days a week, with the normal working day being 9:45am to 5:45pm including an hour-long lunch break. It is understood that at times you may be expected to work such hours as are necessary to support the workload in question.
- The full-time position holds an entitlement of 22 days holiday per year, plus all public holidays. Your annual leave entitlement will be pro-rated.
- The position is based in Dublin Fringe Festival, Sycamore Street, Temple Bar, Dublin 2. There is no opportunity for remote work on this role.

Salary: €28,000 - €30,000 per annum pro-rata