

Programme Manager

Reports To: Festival Director

Responsible For: Delivering the Festival programme and managing Dublin Fringe Festival's Artist Support strand

About the role:

Programme Manager at the Dublin Fringe Festival is a pivotal role responsible for delivering a diverse and dynamic festival program. Working closely with the Festival Director, the Programme Manager will help shape the overall artistic direction of the festival, ensuring it remains innovative and relevant. This position requires a strategic thinker with a deep understanding of the contemporary arts landscape, both locally and internationally. The Programme Manager will manage the full lifecycle of festival events and year-round programming, from initial concept to final execution and evaluation. This includes overseeing the Artistic team, if any, ensuring effective collaboration across departments, and maintaining strong relationships with artists, partners, venues and other stakeholders. The ideal candidate will have a strong background in arts programming, strong leadership skills, and the ability to manage budgets and timelines effectively. They will act as an ambassador for the festival, advocating for its mission and values while striving to enhance its reputation and impact.

About Dublin Fringe Festival:

Dublin Fringe Festival is home to bold ideas, brave performing arts and adventurous audiences. Dublin Fringe is a curated, multi-disciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers.

Ireland's largest multi-disciplinary arts festival and operator of the year-round artist support centre FRINGE LAB in Temple Bar, Dublin Fringe Festival supports artistic vision, ambition and excellence across a range of art forms and offers supports, resources, space, time and professional development to the Irish independent arts sector.

The scale and environment of the festival broadens arts participation, introducing artists and audiences and playing a pivotal role in the fabric of Dublin and Irish cultural life. Dublin Fringe Festival is a platform for the best new, emerging Irish arts companies and a showcase for the finest international contemporary performing arts.

For artists, Dublin Fringe facilitates opportunities to innovate, to cross boundaries and strengthen the conditions in which they work. For audiences, Fringe is the place to discover meaningful, exciting and unforgettable cultural experiences.

www.fringefest.com

What the role entails:

Programme Development and Management

- Manage the research, development and delivery of the artistic programme in consultation with the Festival Director and other key internal and external stakeholders.
- Construct programming timelines, manage deadlines and drive delivery, ensuring an efficient and well managed chain of communication throughout the year.
- Schedule and conduct year-round meetings with artists regarding Dublin Fringe projects, including application processes and artist support schemes.
- Undertake artist negotiations, including contract terms and conditions, and ensure timely administration of contracts by the Artistic team and in consultation with the Executive Director/Festival Director.
- Participate in curatorial decision processes with the Festival Director and Artistic team.
- Conduct research projects for programme planning as assigned by the Festival Director.
- In consultation with the Festival Director, attend festivals and events nationally & internationally to see performances for future consideration and ongoing research.
- With the support of the Artistic team, if any, act as liaison between the programmed artists and other departments in the organisation as required.
- Manage the Artistic team, overseeing and feeding into the programme and studios use, including master classes, residencies and mentorship programmes both in FRINGE HQ and offsite.
- Collaborate closely with the Heads of Departments and managers in the organisation to ensure accurate flow of information and an uninterrupted delivery of the programme, including but not limited to working with Production on the programme development and delivery, working with Marketing on festival brochure, press and social media posts, working with Box Office on ticket information et al
- Identify new funding sources and conduct prospect research. Support the writing and submission of grant applications in collaboration with the Festival Director and Executive Director.
- Support the development and delivery of all programme events including but not limited to artist mentorship, sourcing appropriate venues and securing permissions.
- Oversee the curation of all artistic open calls including, but not limited to the Annual Festival Open Call, Weft Studio, Break New Ground, Artist in Residence etc, working with the Artistic team to deliver them.
- Speak on behalf of the festival about its programmes and missions at events and meetings.
- Act as primary artist liaison for international and local artists, coordinate hospitality for Festival Artists.
- Manage the filing and archive of all programming material and feedback to artists.

- Manage and coordinate the Artistic department budget and any event budgets, based on targets set by and reporting to the Festival Director and Executive Director.
- Assist with board reports and year end audit reports.
- Oversee meeting schedule and communications with Judges panel.
- Manage the day to day coordination of Weft, in partnership with the Weft Coordinator and Artistic Projects Manager.

Team Management

- Manage, coach and lead direct reports to ensure they are engaged, working to organisational values, objectives, and delivering departmental and individual results.
- Provision of coaching and support to direct reports around staff management.
- Ensure your direct reports have clearly defined roles and responsibilities to adequately support departmental objectives.
- Make recommendations to the Festival Director & Executive Director regarding potential changes in the Artistic Department's structure where relevant.
- On a daily basis, effectively manage the productivity, performance and behaviours of your direct reports and support them to do the same with their teams, if any.
- Complete your team's performance appraisals as required.
- In consultation with the Festival Director and Executive Director, manage the Artistic department's staff resourcing which includes training and implementation of suitable work-flow processes.

Relationship Management

- Act as Ambassador for the Festival by positively advocating the artistic programme, the organisation and team at all available opportunities.
- Develop and maintain positive relationships with a broad range of artists, venues, presenters, promoters and companies nationally and internationally, ensure clear lines of communication.
- Actively seek new opportunities for engagement with the communities of Dublin as part of the artistic programme.

Communication

- Work collaboratively with all Festival team members to ensure the highest possible levels of communication between festival departments and clear sharing of information across all channels in relation to programme content, schedule and changes throughout the year.
- Oversee the preparation of and sign-off of artist schedules and ensure artist itineraries are kept updated and changes are communicated to all relevant team members.

General Duties

- Attend Festival functions, program briefings and team meetings as required.
- Any other reasonable duties requested by the Festival Director and Executive Director.

Teamwork

- Adhere to Dublin Fringe Festival Values and Code of Conduct as outlined in the Employee Handbook, including but not limited to:
 - Ensure punctuality
 - Always maintaining professional behaviour standards
 - Follow the Health & Safety policy
 - Follow direction by senior team members and Support other team members by being understanding, approachable and patient
- Take an active role in procedures and initiatives, including but not limited to: H&S, Project Management, HR Induction, Onboarding etc.

Health & Safety

- Raise and report any or potential hazard or incident in the first instance to your direct Manager.
- H&S compliance – observe all work health and safety and Dublin Fringe Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace.
- Effectively manage any workplace accident claims (if applicable), work with stakeholders to minimise risks.
- Ensure you have contributed to the consultative process by advising management of any past, present or potential H&S risks.

Compliance

- Demonstrate 100% compliance with any relevant government legislation.
- Be fully conversant and compliant with all Dublin Fringe Festival Policies and Procedures.
- Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks).

Person Specification - What You Bring to The Role:

Qualifications and Skills

- Proven experience in a similar programming role within the arts or cultural sector for 3+ years.
- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Ability to manage multiple projects and deadlines simultaneously.
- Strong understanding of the arts and culture landscape in Ireland and internationally.
- Experience in budget planning, management, and reporting.

Personal Attributes

- Passionate about the arts and culture.
- Highly organized and detail oriented.
- Strong problem-solving abilities.
- Ability to work well under pressure.
- Flexible and adaptable to changing circumstances.

Terms and conditions of employment:

- The position is for a one-year contract, with intention to extend, and includes a 6-month probationary period.
- This is a full-time position of 5 days a week, with the normal working day being 35 hours per week, 10am to 6pm. It is understood that at times you may be expected to work such hours as are necessary to support the workload in question.
- The position holds an entitlement of 22 days holiday per year, plus all public holidays.

Salary: Circa €38,000 – €40,000 per annum commensurate with experience

How to apply:

To apply for this position please send a CV detailing your experience and listing two references and a cover letter telling us:

a) why you are right for this role in both experience and in how you fulfil the person specification

and

b) why you would like to work at Dublin Fringe Festival

Applications must be submitted to recruit@fringefest.com and addressed to Bee Sparks, Festival Director. Your application will be treated with the strictest of confidence.

Closing Date for applications is 5pm on Wednesday 13th November 2024.

First round interviews will take place week of 18th November 2024, with second round interviews week of November 25th.

Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Fringe Festival is core funded by the Arts Council / An Chomhairle Ealaíon, Dublin City Council and Fáilte Ireland.