



INTERNATIONAL THEATRE + FRINGE FESTIVAL CLEVELAND

Position: Associate Producer (part-time, paid)
Reports to: Dale Heinen and Jeff Pence, Festival Directors

Position Description

Seeking a theatre professional interested in playing an integral staff role in the growth of an ambitious startup arts nonprofit in Cleveland, Ohio. The [BorderLight Festival + Fringe](#), which launched successfully in 2019, is a biennial theatre festival that takes place in downtown Cleveland in late July. The Associate Producer acts as the main point of contact for all BorderLight Fringe Festival artists. The Associate Producer produces the Fringe Festival and serves as the main organizer and logistician to ensure the Fringe Festival and its associated events run smoothly, from pre-planning, venue selection and load-in through to load-out. The Associate Producer represents the BorderLight Fringe internally and externally to key stakeholders including fringe artists, patrons, partners and press. This role will be involved across festival operations, ensuring that every detail of fringe operation is covered and coordinated within the overall BorderLight festival. They must be highly productive, thoughtful and disciplined while building strong relationships and balancing the needs of artists with those of the overall festival. Suitable for someone who is passionate about supporting emerging artists and committed to building a diverse, inclusive and equitable festival.

This paid, part-time position runs from mid-November 2021 through August 2022. It progresses to full time and will be paid commensurately as the July festival approaches.

Principal Duties and Responsibilities

November – December

- Nourish BorderLight's relationship to national/international Fringe networks, groups and conferences
- Take lead on communication with Fringe artists
- Create and circulate Fringe RFP (as needed, since 2021 shows were offered carryover to 2022)
- Collect essential participant information, including W9 forms and all show details/needs
- Help develop/define contractual terms of Fringe; issue and collect artist contracts
- Participate in/organize venue tours and selection with management team
- Coordinate marketing and self-producing trainings for Fringe artists
- Define scope of 2022 Fringe based on available venues, number of performances, times.

January – March

- Convene and facilitate Fringe RFP review panel
- Review applications, collate scoring, make final selections
- Select and contract venues in collaboration with production team
- Prepare schedule 'grid' to define Fringe slots
- Make offers to artists with deadlines; confirm terms
- Ongoing artist communication and collection of artist marketing materials

April – May

- Distribute and collect contracts and W9s
- Finalize venues and technical build
- Coordinate/host marketing session; distribute marketing templates and press lists
- Provide artist support with regards to marketing, tech, questions, etc.
- Coordinate housing and parking
- Fringe promotion and photography in coordination with Marketing
- Prepare to launch ticket sales

June - July

- Box office support for launch of ticket sales
- Field and troubleshoot production-based artist requests/questions
- Venue set up and troubleshooting
- Fringe promotion and photography in coordination with Marketing
- Fringe Award production and implementation, including coordinating ballots and judges
- Special Event production: plan and coordinate with event production team for Artist Welcome Party, Opening and Closing Night Parties, any other events involving artists

After the Festival (through end of August)

- Thank you to participants, with eta for box office returns plus artist survey link
- Thank panelists, judges, sponsors, venues, staff, vendors, etc.
- Box office reconciliation in coordination with BO Manager to determine accurate and timely Fringe artist payouts
- Compile an Impact Report on the Fringe, including box office, demographic information (artists and staff), survey feedback, media highlights, photos
- Participate in festival debrief

Skills (Required):

- Demonstrated commitment to diversity, equity, inclusion and representation
- Self-directed learner and problem-solver who can also work collaboratively
- Positive attitude, motivated, flexible and willing to step in where needed
- Excellent written and verbal communication, including editing and proofing copy
- Solution-oriented and creative
- Organized, thorough and deadline-oriented
- Professional, polished document creation
- Impeccability (copywriting, proofreading, data entry)
- Relevant experience in performing arts, theatre or festival production
- Collaboration-oriented community builder
- Enthusiasm for new, alternative and outside-the-mainstream art and performance
- An understanding of and ability to advocate for the needs of independent self-producing artists
- **Technical:**
 - Fluency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
 - Fluency with G-Suite / Drive (file sharing & privacy, Google Forms, Google Sheets, Google Docs)
 - Experience with Virtual Box Office (VBO) or similar CRM (Client Relationship Manager / Ticketing / Database)

Skills (Desirable):

- Image editing (Adobe Creative Suite or similar, e.g. Canva, Adobe Spark, etc.)
- Document design (Adobe InDesign or similar, e.g. MS Word, Pages, etc.)
- Airtable - production and artist management database
- Website Updates (Wordpress or similar; basic HTML)

Terms: Part-time position from November 10, 2021, with longer hours and pro-rated pay during festival season. Must be flexible with variable hours and available for occasional evening and weekend work. Job is often remote. Part time base pay is \$15,000 for the period November - August, averaging approximately 70 hours/month. Hours will be less in Nov-March and will increase April-July.

How to apply: Qualified candidates may submit a cover letter and resume via email to: info@borderlightcle.org (Attn: HR) No phone calls please. Suitable candidates will be contacted by email for an interview. Applications will be reviewed on a rolling basis; please apply early for best consideration. No applications will be accepted after **November 5, 2021**.

BorderLight provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Individuals from equity-seeking groups are encouraged to apply.