



INTERNATIONAL THEATRE + FRINGE FESTIVAL CLEVELAND

Position: Artist Liaison
Reports to: Dale Heinen, Acting Executive Director

Position Summary

The Artist Liaison will make an important contribution to the BorderLight Festival by serving as the key point of contact between visiting artists and BorderLight management. The Artist Liaison is responsible for meeting the needs of artists, mostly international, who will be arriving in Cleveland to perform in the Festival. Duties may range from airport pickups to finding a doctor to planning social events. Artist arrivals start July 5 and continue throughout the month of July. Artists from Puerto Rico, Mexico, Canada, Israel and elsewhere will be unfamiliar with Cleveland and the Artist Liaison will look after their welfare and help them with any issues that may arise during their stay. The Artist Liaison will be directly responsible for ~18 visiting artists, whose stays in Cleveland will vary from 3 weeks to 1 night.

Principal Duties & Responsibilities

- Be the point person for artist communication. Answer questions and ensure artists are well informed about any aspect of the Festival that involves them.
- Anticipate needs and be 'on call' for artists during their festival stay.
- Liaise with marketing to schedule artist press interviews; help artists get to interviews.
- Provide or arrange transport from airport to accommodation and back to airport.
- Arrange any agreed Comps / reservations to see other shows in the Festival.
- Address accommodation issues that may arise.
- Ensure dressing room Rider and venue Rider needs are met.
- Plan social events for visiting artists.
- Meet unexpected needs, for example if someone gets sick, or has a personal emergency.
- Provide artists with safety orientation.
- Prepare and distribute Welcome packs for artists.
- Other duties and problem-solving related to artists' needs as they arise.

Qualifications

- Friendly and organized.
- Ability to establish and manage priorities, manage shifting priorities, and multi-task.
- Ability to work successfully as part of a team and independently.
- Ability to be responsive and available to artists during the contract period, which will involve evening and weekend work.
- Excellent organizational skills; exceptional attention to detail and follow-through.
- Demonstrated problem solving skills, and good judgment in decision-making.

- Excellent interpersonal skills, including proven diplomacy, tact, and ability to interact successfully with a wide range of people.
- Ability to communicate effectively both verbally and in writing.
- Ability to be flexible, as issues that may arise are unpredictable.
- Interest in the performing arts.
- Own car.

Terms: Temporary part-time freelance contract from June 28 to July 26, 2022. Must be responsive to needs that arise during the day, evenings, and weekends. Hours will be variable but are expected to start light in early July and increase as the Festival approaches. The week of the festival is expected to be the busiest period (July 18-24).

Salary: \$1,500 stipend.

How to apply: Qualified candidates may submit a cover letter and resume via email to dale@borderlightcle.org
Please use subject line: Artist Liaison application

No phone calls, please.

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.