



POSITION DESCRIPTION

Title:	Programs Coordinator – Access
Reports to:	Business Manager
Works with:	The Sydney Fringe Programs and Operations Team
Status:	Part time (2 days per week) permanent contract 6 weeks annual leave (pro rata)
Remuneration:	\$70,000 per annum plus super (pro rata)
Location:	Marrickville, NSW

Background

The Sydney Fringe Incorporated is a cultural industries organisation and advocacy group for the live arts and music sectors. The Sydney Fringe Festival was established in 2010 (www.sydneyfringe.com) and has received widespread industry support and engagement from the artistic community. In 2023, 2181 artists were featured in 400 events across all disciplines in 80 venues. Close to 100,000 people attended the event that generated over \$34 million in economic impact.

Assisting artists is at the forefront of everything we do. Sydney Fringe offers a professional platform from which emerging, early career and professional artists can promote their work to new audiences. The Sydney Fringe strives to ensure that all artists have a positive Fringe experience. We believe that Sydney's independent artists are what make this city so great, and

as such we are dedicated to promoting the independent sector to Sydney's mainstream audiences.

The Sydney Fringe team goes to extreme lengths to ensure that audiences, artists, and venues have a successful festival experience; this is the essence of what makes the Sydney Fringe so unique and is essential to the success of our festival.

Our Vision

To be celebrated as one of the world's leading Fringe Festivals.

Our Purpose

To champion the independent cultural sector, placing it at the heart of Sydney.

Our Values

Expression; Access; Connection; Integrity; Excellence

Role description

The Programs Coordinator - Access is responsible for the development and implementation of The Sydney Fringe's Accessibility initiatives for the workforce, artists and audiences, including the implementation of the Disability Inclusion Access Plan (2024-26).

The Programs Coordinator - Access works closely with all Festival and Programs staff, and in liaison with the Access Advisory Panel, to ensure that all festival program and events are as accessible as possible (including physical access, access service provision, other access requirement provisions).

The position also has responsibility for shows that have an access service attached, including community outreach and consultation with the disability community and the development and implementation of programs securing, highlighting and ensuring accessibility at performances by and about artists who identify as d/Deaf, disabled and/or chronically ill.

The Programs Coordinator - Access supports the Programs team in the creation and delivery of "Limitless", a two-week micro-festival that celebrates artists who identify as d/Deaf, disabled, and/or chronically ill at a dedicated hub at 107 Projects Redfern. Limitless offers an inclusive and accessible space for audiences and artists alike featuring Auslan, relaxed performances and audio described events.

Sydney Fringe's office is wheelchair accessible and hybrid working is supported. This position has the possibility for flexible working arrangements, and reasonable adjustments can be made to the workspace to accommodate access requirements.

Key Responsibilities

Audience Accessibility:

- Regularly consult with the Access Advisory Panel (4 meetings per annum) and, where appropriate, broader d/Deaf and disabled community and consultants, around all elements of accessibility.
- Lead the implementation of the Disability Inclusion Access Plan (2024-26).
- Work with the Programs and Operations teams to provide the greatest possible level of accessibility at all festival events and venues.
- Work with venues to help them make meaningful improvements in their physical accessibility.
- Gather and collate accessibility information from all venues and events for dissemination to audiences (e.g. through the website's Venue Accessibility Table).
- Work with artists and producers (including on registered events and Sydney Fringe produced events) to encourage and facilitate the provision of access services and other access requirements at festival events.
- Coordinate and book access service provisions for Sydney Fringe events.
- Work with the Marketing team to ensure that the festival website and all marketing and promotional material is accessible.
- Work with the Marketing and Ticketing teams to ensure the festival ticketing system is accessible.

Artist Accessibility:

- Work with the Programs Team to ensure festival registration platform is accessible.
- Work with the Programs Team to support the ongoing delivery of Limitless, a micro-festival for artists who identify as d/Deaf, disabled and/or chronically ill.
- Conduct outreach with d/Deaf and disabled community to identify barriers to participation, develop strategies for removing those barriers, and encourage involvement.
- Work with artists who identify as d/Deaf, disabled, and/or chronically ill to ensure that their access requirements are met at all stages of the presenting process.

- Work with the Executive team to seek opportunities for collaboration, funding and partnership that provide support and opportunities for artists who identify as d/Deaf, disabled, and/or chronically ill.

Data Collection and Reporting:

- Gather and analyse festival access related data including access provisions, % of accessible events, number of participating artists who identify as d/Deaf, disabled, and/or chronically ill.

Other:

- Provide recommendations and contribute to organisational capacity building regarding access awareness and understanding.
- Be an advocate for access, and the rights of people who identify as d/Deaf, disabled, and/or chronically ill within the organisation.
- As required, act as a public spokesperson for the festival in relation to accessibility, access & inclusion related programs, the rights of people who identify as d/Deaf, disabled, and/or chronically ill and other projects as appropriate.
- Maintain an awareness of other barriers to entry that intersect with access requirements (economic disadvantage, cultural and language barriers, First Nations etc.)

Key skills and experience

- Values consistent with the goals and philosophy of The Sydney Fringe.
- In depth knowledge of the barriers faced by people who identify as d/Deaf, disabled, and/or chronically ill;
- Knowledge of and experience facilitating physical access provision, the provision of access services (e.g. Auslan, audio description, captioning, relaxed performances) and other access requirements;
- Ability to relate to artists and venues in a friendly and professional manner;
- Understanding of the needs of venues, artists and producers, particularly those who identify as d/Deaf, disabled and/or chronically ill;
- Understanding of festival cycles and the ability to provide access support to key stakeholders at different stages of the cycle;
- Skills and experience communicating with people who identify as d/Deaf, disabled and/or chronically ill;
- Strong problem solving and negotiation skills, with a solutions-based approach;

- Ability to communicate and develop relationships with a broad range of people, both internal and external to the organisation, in a professional and ethical manner;
 - Attention to detail and accuracy;
 - Ability to work in a small integrated team as well as the ability to work autonomously;
 - Strong planning and time management skills, with a proactive approach to managing competing tasks and priorities and work to deadlines;
 - Technically proficient with computers, software systems and IT generally;
 - Enthusiasm and a positive attitude, together with an ability to be a team player;
 - Willingness to work flexible hours for effective festival delivery.
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Selection criteria

- Identifying as d/Deaf, disabled and/or chronically ill will be a valuable asset for this role;
 - At least two years relevant experience in arts administration, cultural events, festivals or similar is desirable;
 - Demonstrated experience working with artists, particularly artists who identify as d/Deaf, disabled and/or chronically ill, to produce arts projects is desirable;
 - Prior experience in access provision for arts and cultural events is required;
 - Demonstrated experience in cultivating positive relationships and working with venues and artists to create mutual value is desirable;
 - Connections within d/Deaf, disabled and/or chronically ill communities is required.
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Diversity and Opportunity

Sydney Fringe is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Our organisation is committed to creating an inclusive and supportive work environment that values diversity and promotes equal opportunities.

Sydney Fringe provides equal access to all applicants for positions without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information or marital status.

How to Apply

Applications must be no longer than 3 pages (including resume and cover letter), respond to the position description, address the key responsibilities and experience, and include:

- A cover letter outlining your relevant experience and alignment with our values
- A current resume
- The names and contact details of three professional referees

Applications should be submitted as a PDF document with your name and the position title as the document's title, and emailed to hq@sydneyfringe.com by **5pm on Friday 15 March 2024**. Please ensure that the subject of the email reads as *"Sydney Fringe Programs Coordinator - Access application: name of applicant"*.

Applications can be submitted in alternative formats (e.g. as an audio or video recording) if preferred. If you have any access requirements or further questions regarding this position please contact the Sydney Fringe Business Manager, Zoe Davies, on hq@sydneyfringe.com.