

JOB LISTING

Hyde Park Theatre and ScriptWorks are seeking a part-time Short Fringe Coordinator for FronteraFest, a five-week-long performance festival running in January and February. The Coordinator will work closely with the FronteraFest Producer in the administration and production of the Short Fringe component of the festival. The ideal candidate will have strong organizational and people skills and theatrical production experience. Experience with FronteraFest is a plus.

Job Duties include:

- Participant communication and scheduling
- Communication hub for FronteraFest leadership
- Supervise production and Front-of-House staff
- Manage technical rehearsals
- Work with the festival producer to recruit participants and staff
- Assist with weekly panelist voting
- Act as a back-up to production staff, if needed

Seeking the following Qualities:

- Dedicated to diversity, inclusion, equity, access, and anti-racism
- Detail-oriented
- Collaborative
- Resourceful
- Values focused
- Proactive problem solver
- Self-starter with the ability to work independently
- Even-keeled temperament

Qualifications:

- Demonstrated excellence in organizational skills and attention to detail; ability to help drive time-sensitive projects to completion and manage competing priorities
- Strong customer service skills
- Excellent reading and writing skills
- Critical thinking skills and the ability to use good judgment
- Strong technical skills, must have experience with Google Suite/Dropbox and Microsoft Office
- Stage management or other theatrical production experience
- Knowledge of Austin theatre scene preferred
- Strong leadership skills with the ability to maintain a positive environment for participants and staff

Hours and Schedule

Average of 5 hours per week until November 1st, 10 hours per week from November 1st to early January, working mostly remotely. Heavy nightly and weekend schedule from January 11 – February 15, usually 6 days a week.

Compensation

- \$4500 fee

Hyde Park Theatre and ScriptWorks celebrate diversity and seek to uphold inclusive and anti-racist practices. We are an equal opportunity employer and encourage applicants of all race, ancestry, religions, sex, national origin, sexual orientation, age, marital status, disability, gender identity or Veteran status to apply.

Send résumé and interest to christi@scriptworks.org.