

**Minnesota Fringe connects adventurous artists with adventurous audiences by creating open, supportive forums for free, diverse expression.** Through our festival and dynamic year-round programs, Fringe is an artistic disruptor for local and touring artists to take bold risks, develop new ideas, and hoist themselves to the next rung of their artistic ladder. Our flagship Festival has distributed \$2.5 million+ to artists over the last decade.

**Fringe seeks 2-3 creative, dynamic team-players to join our staff as Front of House Coordinator.** Front of House Coordinators work directly with the Director of Audience & Volunteer Engagement (DAVE) to become experts on Minnesota Fringe policies, operations, and procedures, and will provide office & mobile support during the 2026 Minnesota Fringe Festival which runs August 6-16 2026.

### Responsibilities

- Act as an on-the-ground manager of box office operations during the festival, including interfacing with volunteers, staff, and patrons
- Emergency Response during festival
- Volunteer Coordination and Volunteer Recognition Strategies
- Support and problem solve during festival
- Troubleshoot technical issues with FOH equipment and software (iPads, Square)
- Calmly find solutions for issues that arise with patrons / volunteers / artists
- Be prepared to step into any Front of House or volunteer role
- Carry out daily opening & closing procedures during the festival

### Successful candidates will have a variety of the following skills:

*We are open to the following having been acquired in different industries or in a different context other than the performing arts.*

- Enthusiasm for the mission of Minnesota Fringe and the communities we serve
- At least 2 years of arts, volunteer, or front-of-house management experience (previous experience as Fringe staff/volunteer is a plus)
- The agility to adapt in a fast-paced organization
- Excellent written, communication, and organizational skills
- Superb interpersonal skills under pressure in the field
- An ability to work on projects independently and meet deadlines
- Strong leadership and collaborative skills
- Ease with counting, handling money, dealing with tablets/technology, & Google ecosystem
- The ability to work long hours and late nights once the Festival begins
- Personal time management
- Reliable transportation (access to a car/bike/set of wheels can be crucial during the Festival)
- Knowledge and/or interest in performing arts event management a plus
- Willingness to learn new skills

### Time Commitment: July 14-August 18, 2026

Front of House Coordinators can expect to work a tapered schedule, amounting to approximately 10 hours per week pre-festival and 20-35 hours per week during the festival, with a post-mortem meeting occurring on August 18. Seasonal staff hours are reasonably flexible, and can fall on weekdays, evenings, and/or weekends. This job may be difficult for those with a standard M-F 9-5 work schedule.

- The bulk of this work will occur between July 25-August 16. There will be an onboarding session on July 14.
- Between time of hire and training sessions, there will be a small amount of email communication, info sharing, and scheduling.
- All Coordinator level Staff must attend and assist with a portion of the following training sessions.
  - Sessions are tentatively scheduled for July 16, July 21, July 22, July 25, July 28, and July 30.

### Compensation

- \$1500 paid in two installments during contract as a W2 employee. This amounts to 75 hours paid at \$20/hour.
- Earned Sick and Safe Time is accrued at 1 hour for every 30 hours worked
- All W2 staff will have 0.44% of their wages deducted to cover participation in the Minnesota Paid Family and Medical Leave program.
- Seasonal Staff will receive an all-access pass for the 2026 Festival to see free shows when not on duty.

July 31	25 hours	\$500
August 18	50 hours	\$1000

### Application Instructions

Interested persons should fill out our application form, found [at this link](#).

Questions and requests for accommodations can be addressed to Director of Audience & Volunteer Engagement, Felicia Cooper at [felicia@fringefestival.org](mailto:felicia@fringefestival.org).

This posting will remain open until all positions have been filled.

Please note that, should you accept a role with the Minnesota Fringe, identification and taxation paperwork will be due May 28, 2026.