



ASSOCIATE PRODUCER (CURATED PROGRAM) – POSITION

DESCRIPTION

Position	Associate Producer (Curated Program)
Reporting to	Senior Producer (Curated Program)
Position Type	Seasonal Fixed Term Full time – 14 September-30 October 2026
Salary	\$67,000 pro rata per annum + superannuation
Direct Reports	N/A
Location	Carlton (with some remote work/work from home as negotiated)
Date of Preparation	May 2026

Position Purpose

The Associate Producer (Curated Program) is an exciting contract opportunity for someone to support the delivery of key projects that form part of this year's Curated Program.

Role Summary

The Associate Producer (Curated Program) is central to supporting delivery of the 2026 Curated Program of events. Fringe's Curated Program encompasses large and small-scale participatory arts projects by nationally and internationally significant artists. Alongside these sit a series of programs that focus on sector development; supporting and realising the work of emerging and established artists in a range of artforms and focus areas including contemporary art for children, design, participatory projects, international collaborations in addition to Deaf and Disabled as well as First Nations led programs. These programs, conceived by the Creative Director with collaborating artists and communities, ensure the

realisation of the artistic vision of Melbourne Fringe: a celebration of cultural democracy.

This position undertakes the key support role for day to day project management and delivery components of the Curated Program, working closely with the Senior Producer and Producer (Curated Program) on Fringe produced as well as independently produced events. The candidate will possess creativity, producing and event management skills, a strong attention to detail and the desire to work with artists from all levels of experience.

About Melbourne Fringe

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne’s people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs.

We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

Our Work Culture

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our dreaming is out of the box, our work ethic is strong, and we don’t let our limited resources stop us from making seemingly impossible things happen. We believe that great work is made by people who enjoy what they do. We are proud to have a diverse workplace that celebrates difference and encourages people to bring their whole selves to work with pride.

Fringe is a values-driven workplace characterised by big-picture thinking, optimism and playfulness. We have a reputation as a hard-working, caring, energetic, fast-paced workplace that values our people and their

health, and which brings them together socially for lunch, events and fun times.

You're the right fit for Melbourne Fringe if you are:

- Passionate about creativity and cultural equity
- Willing to support anyone to participate in the arts, regardless of their experience, age, gender, ability, sexuality, cultural background or artistic practice
- Excited by the challenge of making ambitious things happen on limited budgets
- Ready for personal and professional learning and continual improvement
- Into a collaborative and social work culture

Associate Producer

Here's a list of things you'll be responsible for:

Event Programming, Planning & Support

- Support the planning and delivery of Curated Program events, public programs and special projects across a range of scales and formats.
- Assist with artist, venue and stakeholder coordination, helping maintain positive and collaborative working relationships throughout project delivery.
- Provide administrative and project support including scheduling, documentation, contracting, tracking timelines and maintaining project records.
- Work collaboratively with Producing, Production, Operations and Marketing teams to support the smooth delivery and promotion of projects and events.
- Work with the technical and production team to get relevant information from artists relating to their production and risk

requirements, including any requests to book additional equipment

- Support the preparation and management of artist and stakeholder communications.
- Work with the Senior Producer to oversee distribution of artist contracts and process payments for artists, suppliers and contractors
- Support accessible and inclusive event delivery by assisting with the implementation of access requirements and audience experience considerations across projects.

Event Delivery

- Support the delivery of festival events and projects as an on-the-ground representative of Melbourne Fringe.
- Act as a day-to-day point of contact between artists, venues, production teams, contractors, volunteers and Festival staff to support smooth event operations.
- Assist with artist and participant logistics, including scheduling, travel coordination and maintaining key project information.
- Provide practical support during event periods, including rehearsals, bump-in/out periods, technical runs and public program delivery.
- Support the coordination and supervision of volunteers, casual staff and contractors as required.
- Assist with maintaining project documentation, reporting and administrative processes to support successful event delivery.
- Work collaboratively with Producing, Operations and Access teams to help deliver welcoming, accessible and inclusive audience and artist experiences.

General

- Support the administration and delivery of Curated Program events including Civic works, XS, Pulse, Design Fringe, Passport, and other events supported by Melbourne Fringe and delivered by independent artists.
- Support organisational values of innovation, best practice project management, and empathy for the artistic process.
- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns and other stakeholders.
- Demonstrate a commitment to continual improvement and high levels of customer service
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the Festival period.
- Any other relevant duties as directed by the Senior Producer or Creative Director & CEO

The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. We will cover the cost of this check.

Here are the skills and attributes you need to bring*:

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Demonstrated events management experience, preferably in an arts or festival context
- A strong working knowledge of the independent arts sector
- Highly developed interpersonal skills
- Strong project management, planning and problem solving skills with the ability to multi-task

- Creative thinking and resourcefulness, with the ability to think laterally
- Experience achieving fabulous things on limited budgets
- Resilience and ability to work effectively under pressure

* If you don't yet have all of the experience, know that Melbourne Fringe is a workplace that values ongoing skills development, mentoring and training.

Our commitment to cultural equity

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, d/Deaf, disabled, people of colour, queer, transgender and gender-diverse people, as well as people with caring responsibilities. We celebrate people's differences.

We know sometimes people – especially those from more marginalised groups – might feel under-qualified for a job or like you might not belong. If that's you, we especially welcome you – Fringe is a place that supports and up-skills people as they're learning on the job.

If this application isn't accessible for you, please get in touch. We are keen to understand how to best accommodate your access needs. We can accept applications in a variety of formats, including text documents, video and audio files. We are also happy to work with you on other accessible application processes. We have a great team to support access, so please email access@melbournefringe.com.au to start a conversation. You can also call the Melbourne Fringe office by phone.

The Melbourne Fringe phone number is (03) 9660 9600 (available Monday to Friday, 10am-6pm).

You may contact us through the [National Relay Service, and the link is available if you click on this sentence](#). Alternatively, you could download Deaf-owned Relay Service [Convo](#).

We are open to your ideas around process. However, we cannot change the timeframes unfortunately – you'll still need to get your application in by the deadline.

Additional information about Melbourne Fringe's Curated Program

What is the Curated Program?

Melbourne Fringe Curated presents a program of works in our Festival that looks locally, nationally and internationally to respond to urgent needs in the sector. It serves as a point of inspiration and aspiration to all artists in the Festival, supporting bold, ambitious works that push boundaries, extend form and ensures the repositioning of focused artistic ideas and communities that shape the Festival's offer, amplify marginalised voices, and fill programming blind spots and sector gaps to complement our incredible Open Program. It includes events commissioned, produced and presented by the Festival and includes collaborations with major cultural partners across the city.

Civic Events

A series of Civic Events activate public space and invite participation – transforming public space as a means to capture Melbourne's imagination, encourage playfulness and joy, and helping us move a step closer to our vision of cultural democracy through inviting the active participation of everyday Melburnians. Some of our recent Civic works that you may be familiar with include: Power Move (Linda Catalano for Quiet RIOT, 2025), VOICES (Pulsing Heart, 2025), COOKED (Long Prawn, 2024), and SWING (Ian Pidd and Sue Giles, 2023).

Club Fringe

Melbourne Fringe's infamous Club Fringe is the central place of celebration, gathering and community building. The Club is the physical manifestation of the Festival's spirit and values – programming is

participatory, queer, strange and joyous, it provides a place for the Fringe Hub audiences and Fringe artists to gather and connect and dance together until the wee hours of the morning, and to welcome aligned communities into the Fringe spirit.

Deadly Fringe

Deadly Fringe is our game-changing First Nations commissioning, presentation and producer development program. Since 2017 we have been working closely with community to platform First Nations voices within the Festival. Deadly Fringe creates a framework for cultural support and creative excellence, and has delivered an extraordinary list of premiere works from Indigenous artists that have toured the country, won awards and significantly contributed to the incredible breadth of First Nations work being made in Melbourne.

Deadly Fringe is committed to centring First Nations voices and perspectives. With the support of our Deadly Fringe Manager, we offer financial backing, as well as access to First Nations yarning circles, mentorships and discount tickets for mob.

Note: Deadly Fringe is a year-round sector leadership program, managed and facilitated by the Program Manager (Deadly Fringe). The works commissioned by this program are featured in the Curated Program, and supported as required by the Curated Program team.

Fringe Encore & Regional

Fringe Encore takes art from metro to regional. After establishing a fruitful partnership with Geelong Arts Centre that sees some of the festival's best shows present a short encore season in Geelong, the program is expanding in 2026.

Passport

Passport brings extraordinary international works to Melbourne Fringe. Featuring work from some of the world's leading performance makers, alongside bold new works from international trendsetters, Passport

injects new ideas into the local arts sector, with a curated program of innovative and exciting touring works which will help inspire Melbourne's independent arts sector with new ideas and different ways of looking at the world.

Pulse

Pulse is a program of bold, urgent contemporary performance works by leading independent artists. It's a showcase of extraordinary perspectives on our world as it shifts around us, pointing us to a near future of artmaking. For Pulse, we have curated a series of works as a feature program within Melbourne Fringe – works by independent theatre and performance artists who are experimenting with form through bold creative risk-taking. It is designed as a showcase of radical artmaking within the festival, as a platform for commissioning and presenting ambitious new work in a high-profile context with the weight of the Festival supporting it.

Sitting alongside our flagship programs Deadly Fringe, Radical Access and XS, it will showcase bold and ambitious works to audiences while serving as a point of aspiration and inspiration to artists.

Radical Access

Radical Access is the artform development component of our Access Fringe program, which aims to significantly increase access and inclusion for for d/Deaf, Disabled and neurodiverse artists in the independent arts.

Radical Access commissions innovative new artworks from leading d/Deaf and Disabled artists, which push boundaries of form and which incorporate access into the dramaturgy of the works to model a way of creating work that embeds access at its creative core.

Radical Access is a provocation for change and a call for accelerated action. Launched in 2022, it's a ten-year social change project in partnership with Arts Access Victoria that imagines a radical version of best practice accessibility for the independent arts sector and moves the

conversation beyond the provision of access services into cultural equity.

Note: Radical Access and Access Fringe are year-round sector leadership programs, managed and facilitated by the Program Manager (Access Fringe), and the Access Advisor. The works commissioned by this program are featured in the Curated Program, and supported as required by the Curated Program team.

XS: Experimental, Contemporary and Live Art for Children

XS is a program of experimental, contemporary and live art that expands the possibility, creativity and quality of work created by, for and with children. XS operates on the premise that access to challenge and new ideas is a human right – and that children come to performance without the expectation of form and content – they're the perfect audience for experimental work.