



NZ Fringe 2022 Ticketing Coordinator

Position Description

The New Zealand Fringe Festival is recruiting 6-8 Ticketing Coordinators for the 2022 Festival to provide ticketing services at Fringe managed venues (Te Auaha, Gryphon Theatre, Cavern Club, Fringe Bar and FAFF Club).

The NZ Fringe Festival in Pōneke Wellington is run by the Creative Capital Arts Trust. The festival runs from Friday 18 February to Saturday 12 March 2022, with awards on Sunday 13 March.

Purpose: To provide Front of House and ticketing at one of Fringe's key venues and provide information and customer service to artists and audiences. To support the kaupapa of the festival, to support the artists that create Fringe and deliver quality accessible experiences to audiences.

Report to: Operations Manager

Key Liaison: Ticketing Manager, Business Manager, Festival Director, Audiences, Fringe Artists, Venues, Festival Volunteers.

Role:

- Your primary role will be as the on the ground Fringe rep to artists and venues, to raise any potential issues with the main office, and to confidently support volunteers in front of house positions.
- You will provide ticketing services at Fringe's key venues throughout the festival including but not limited to set up, closing, cash handling/eftpos transactions, managing ticketing transactions through Red61, promoting different ticket types, daily reconciliations and audience engagement.
 - Venues are Fringe Bar, Te Auaha, Cavern Club, Gryphon Theatre, FAFF Club. Others may be added as required or identified throughout festival
- Ensure confidence in training with Red61 systems to ensure problem solving at events and be able to support volunteers at your venue
- Be approachable and friendly to artists and audiences offering festival information and ticketing services
- Some additional support services such as errands associated with FOH and ticketing management may be required

Reporting: Delivery of an end of festival report to the Festival Director outlining the jobs you were tasked with, a record of hours worked, feedback on your festival experience and recommendations for future festivals, this shouldn't be more than three pages long. Due by 31 March

Hours:

Hours will usually be between 4pm and 11pm Mon - Sun, with some daytime weekend shifts available. Length of shifts will vary depending on day and venue, you will be rostered shifts in advance of the festival depending on your availability.

Training:

Training will take place in early February.

Remuneration

\$22.75 an hour

You'll get two 2022 Fringe t-shirts, an artist card entitling you to discounts and entry to Fringe events and free tickets to shows where available, and the super kudos of being part of the Fringe team.

Must be double vaccinated to apply, proof will be required