

Job Title: Studios Coordinator

Reporting To: Executive Director

Responsible For: All communications and bookings in relation to Studios hires

As the Studio Coordinator at Dublin Fringe Festival, you are working alongside a skilled, dynamic, supportive and hard-working team to coordinate and expand the use of the available spaces.

About Dublin Fringe Festival

Dublin Fringe Festival is a year-round organisation that is a home to artists and a platform for brand new work across every discipline. It is a thriving community that celebrates bold ideas and brave performing arts every September, marking its 32nd edition in 2026.

Dublin Fringe is a curated, multi-disciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers. The festival is where artists challenge, subvert and invigorate their disciplines and practice. Followed by fans and first timers alike, Fringe draws more than 30,000 spectators for 16 days and nights each September and transforms Dublin into an exposé of great creative talent from around the globe. Fringe is a platform for the best new, emerging Irish arts companies and a showcase for the finest international contemporary performing arts. For artists, Fringe facilitates opportunities to innovate, to cross boundaries and strengthen the conditions in which they work. For audiences, Fringe is the place to discover meaningful, exciting and unforgettable cultural experiences.

JOB SPECIFICATION

Hires

- Manage all aspects of the Fringe Studios (two studios, the Workstation and Artists' Office) and serve as primary point of contact for bookers in our building in Temple Bar.
- Coordinate Studios scheduling and overall operations as it relates to artists and other bookers.
- Act as the point of contact for all Studios inquiries and bookings via phone and email.
- Foster and maintain relationships with new and existing bookings of Fringe Studios including corporate and non-profit bookings and developing the use of Studios for public events.
- Generate all invoices for Studios bookings via Quickbooks and track payments working with the Bookkeeper.
- Report to the Executive Director in relation to the delivery on an annual revenue goal for Studios.
- Manage building access by artists and bookers ensuring security and safety at all times.
- Support the core team to create, maintain and deliver on partnerships.
- Provide detailed reporting and support the impact measurement and other initiatives on the use and reach of Fringe Studios.
- Conduct research around artist support practice and available spaces as assigned by the Festival Director/ Programme Manager.
- Provide ad-hoc administrative support to the Executive Director and Programme Department across all aspects of Festival programme planning.
- Manage the Studios and building common areas; open and close procedure, cleanness of Studios, kitchen and bathrooms, restock supplies etc.
- Create and maintain detailed and accurate records of Studio Hires and other relevant information.

Occasional Duties

- Take accurate notes and support information flow between festival departments.
- Track logistics by assisting with the assembly of planning documents and schedules.
- Assist the Programme Team & Senior Management in the delivery of the festival.

PERSON SPECIFICATION

Essential

- Experience in administrative positions in an arts organisation.
- Self-starter and proactive in mindset.
- Demonstrate a high level of discretion.
- Approach to work which displays a culture of involvement and teamwork.
- Excellent communication skills.
- Ability to work with various stakeholders and maintain relationships.
- Accuracy and attention to detail.

TERMS AND CONDITIONS

- This is a part-time position, **2 days per week** in the office. The role allows some flexibility and exact working days and times will be discussed with the successful candidate.
- 6 months probation.
- There is no opportunity for remote working on this role.
- Salary offer is €29,000 per annum full-time, pro-rated.
- Annual Leave is 22 days per annum full-time, pro-rated.
- You must have legal status to work in the Republic of Ireland.

HOW TO APPLY

To apply for this position please send a CV detailing your experience and a cover letter to recruit@fringefest.com and addressed to Elissavet Chatzinota, Executive Director. Your application will be treated with the strictest of confidence.

- **Application closing date:** Friday 5th December 2025 at 5.30pm.
- Interviews will be held during the week of December 8th.
- **Intended start date:** January 8th 2025.
- Only candidates shortlisted for interview will be contacted.

Dublin Fringe Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. People of colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are strongly encouraged to apply. Must have, or be willing to acquire, legal status to work in the Republic of Ireland.