



SWEARER CENTER

BROWN UNIVERSITY

Summer 2024 Community Engagement Opportunity POSITION DESCRIPTION

ORGANIZATION INFORMATION

Organization Name: The Wilbury Theatre Group
Organization Issue Area (*Arts, Education, Economic Justice, Environment, Health*): Arts
Organization Mission: Wilbury Theatre Group engages our community in thought-provoking conversation through new works, reimagined classics, and adventurous playmaking.
Organization Website: www.thewilburygroup.org
Organization Website: www.fringeprd.org
Organization BrownEngage link (*If you are a new partner leave blank*):

SPRINT - iPROV SUPERVISOR INFORMATION

ALTERNATE ORGANIZATION CONTACT INFORMATION (**must provide an alternative contact*)

STUDENT POSITION INFORMATION

Student Position Title: FRINGEPVD Festival Coordinator

Number of available slots (*please indicate the number of students you are recruiting to fill this particular position*): 2

Expected days/week (*Sun, Mon, Tues, Wed, Thurs, Fri, Sat*):

Expected number of hours/week: As needed until the week(s) of and preceding the festival when workload increases. Required during the festival week(s): availability every day from load in and before the first tech rehearsal until the end of any possible breakdown at end of day, and then for strike/load out (in the event of live performance) and before tech until end of last streamed performance (in the case of monitoring the digital festival.)

Expected number of hours/week: 20 hours/per week from June 2 up until festival crunch time, then 40/per week for the last 3 weeks until August 6.

- ☐ **We expect students to engage in-person. If the organization requires or prefers remote engagement please indicate it below and explain your organization's preference for a remote or hybrid placement.**
- ☐
- ☐ **This position will be:**
- ☐ X In-person
- ☐ X Hybrid (*please describe*): Mix of remote and safe outdoor socially distanced work in the event of live performance leading up to and during the week(s) of the festival.

POSITION DETAILS

Position overview: Shadowing and working with the FringePVD team during festival prep and during the festival.

Position objectives (*Please include any duties or responsibilities that the student would be expected to fulfill*):

Shadowing the production team in the weeks leading up to the festival, and then heavily assisting the entire team during the festival week(s): that includes working with the technical director, house manager, marketing manager during the entire week(s) of digital (streamed from remote artists in remote locations onto the festival's digital platforms) as well as outdoor/socially distanced live performances.

The Student will:

Help produce a week of theatrical programming

Send reminders for weekly zoom meetings with the festival team, take notes during these weekly zoom meetings and send notes out to the team

Monitor comments and questions on YouTube and Facebook feeds during the streaming of digital portion of FringePVD

Help front of house manager with implementing COVID safety measures, with front of house set up, strike in the event of live productions

Be a stagehand and assist technical director with any tech rehearsals and performances in the event of live productions

Create and facilitate post-event surveys for 1) Participating Artists, and 2) Audiences

Conduct and facilitate a postmortem on the festival with the Festival Staff and stakeholders

Qualifications *(Please indicate which qualifications are required and preferred):*

Good work ethic, flexibility, collaboration, being entirely available during the festival and being open to new workload and new deadlines as they arise. Preferred: Familiarity with google docs, familiarity with design software, experience and/or passion for working in the live or digital theater/dance/music world, technical experience such as stage managing, lighting, sound etc.

Intended Student Take-Aways (Here are the [Swearer Center's learning objectives](#). If elements of the work align with these learning outcomes please describe here. You may also add your own learning objectives for the role here. Please also describe key learnings that you think students will take away from this experience.)

- Critical Reflection: Working within a small team of dynamic and passionate people teaches us so much about how every piece of the puzzle is important, and how working together and communicating well and with respect of others and integrity is not only pleasant but essential to the final product.
- Integrative Learning: Festivals are fast paced (especially live festivals) and we learn to think on our feet and solve pressing problems as they arise!
- Cultural Understanding and Humility: FringePVD strives to work within the community by working with local organizations, notably during our Family Fringe event - Providence Community Library - Books are wings, YMCA, Providence Children's Museum, Manton Ave Project, Write Rhode Island... And (prior to the pandemic) FringePVD produced an event that ran parallel to the festival called the Olneyville Expo: a theatrical event celebrating the history, culture and community of the Olneyville neighborhood of Providence. It brings together people from the neighborhood-- residents, store owners, historians, ecologists, artists, performers, and families-- to create a collaborative portrait of the space we share.
- Effective Action, Collaboration and Leadership: We are looking for a festival coordinator who will be proactive and enthusiastic about going the extra mile, especially during the festival crunch time. We also appreciate new ideas and hearing the student's thoughts!

Supervision, Mentoring and Training Plan (Supervisors are expected to have regular supervision check-ins with engaged students to ensure that acceptable progress on the project is being made. Generally check-ins occur once per week. Swearer will provide all engaged students with an orientation and bi-weekly trainings. We ask that the organizations provide critical and issue-specific context skills training in order to ensure student effectiveness in their roles. You will play a critical mentoring role in helping shape a students' growth and learning through this experience.)

Training will be ongoing, in the sense the festival coordinator will participate in and learn the process of bringing together the festival via weekly zoom calls and frequent emails with artistic director, festival manager, tech director, house manager, marketing manager, etc. (Festival prep will have begun prior to June 2 of course, and we will go over those preliminary steps with the student in order to complete the training to outline the building blocks that we use to create FringePVD.)

Artistic director and festival manager will check in with the student via Zoom calls once per week, that's in addition to the regular team meetings, calls, and emails that the student will be

participating in/ccd on.

Please describe your supervision, mentoring and training plan (in paragraph or bullet format). Describe how you will support student learning and enhance their ability to have a positive impact for your organization over the course of this engagement.

- Student(s) will participate in a half day of orientation in their first week lead by artistic director, Josh Short
 - Topics will include overview and history of the organization, student roles and expectations, communication channels and social media, database management, program assessment, etc
- Student will meet with the following key staff members to learn more about the organization and understand each staff members role: Max Ponticelli, General Manager & Technical Director; Christine Treglia, Front of House Manager; Niki Healy, Publicist; Renee Bessette, Volunteer Manager; Kathy Moyer, Assistant Technical Director; Ellen Zahniser, Social Media Manager
- Student will have a 30 minute check -ins with the designated supervisor weekly
 - Student will send weekly email updates on progress of projects
 - Students will be able to contact Max Ponticelli or Christine Treglia when the Supervisor is not available
 - Students will report out on their projects on the last day at the organization

Additional Information *(For example are there specific hours when the student must be available to engage or are there certifications or trainings the student must have in order to carry out this position)*

Required during the festival week(s): availability every day from load in and before the first tech rehearsal until the end of any possible breakdown at end of day, and then for strike/load out (in the event of live performance) and before tech until end of last streamed performance (in the case of monitoring the digital festival.)