



Artist and Venue Services Coordinator

Job Pack

October 2025



About Brighton Fringe

BRIGHTON
FRINGE.

Our Timeline

1967

Brighton Festival is established (with the Fringe existing within it – sometimes known as “Umbrella”, “The Open” and “Fringe”).

Brighton Festival Fringe becomes official.

2002

Brighton Fringe celebrates its 20th year (based on when we became independent from Brighton Festival).

2025

2006

Board of directors (independent from Brighton Festival) founded and Brighton Fringe Festival Ltd is born.

We drop the ‘festival’ to become Brighton Fringe Ltd.

2011

2026

‘Make it Yours’ will be the theme of our upcoming Festival. Planned for 1st - 31st May 2026.

The Future....

About Brighton Fringe

The aim of Brighton Fringe is to stimulate, educate and entertain by providing a platform for a wide range of artists to showcase their work. We don't impose selection criteria or artistic judgement on who can or can't participate – we are a true open access festival. Anyone can put on an event and be included in the listings simply by paying the registration fee or being awarded a bursary, which contains free registration! Brighton Fringe is made up of its participating artists, venues and audience.

As an organisation are there to support those artists – which includes performers, writers, producers, technical team, and anyone who makes a show happen. We support venues by facilitating simple ways for venue managers to communicate with artists, via Eventotron, and providing advice and hosting monthly meetings.

We help audiences find our events, we support artists first with a range of marketing tools including our website, social media highlights and a range of print advertising that is put up across the city. The festival can encompass any art form and we encourage artists, organisations and venues to innovate unusual and diverse art.



Staff Values



Teamwork and Collaboration

We love to work as a team.

We solve problems with each other.

We overcome challenges together.



Accountability and Growth

We own our words and our actions.

We learn from our mistakes.

We take pride in how we act on behalf of the company.



Care and Well-being

We prioritise our well-being.

We care for one another.

We protect our peace.

We create and maintain a safe environment for all.



Respect and Inclusivity

We respect different opinions.

We uplift underrepresented voices in our work.

We speak openly about our boundaries and respect them.



Recognition and Appreciation

We celebrate the wins, inside and outside the office.

We are valued by the company, each other and our stakeholders.

Created by the staff team, April 2025



Staff Benefits

**BRIGHTON
FRINGE.**

Staff social
events

Christmas office
closure (up to 4 days
additional paid leave)

1x Free Brighton
Fringe registration

Flexibility & hybrid
working

28 days annual
leave, inclusive of
bank holidays

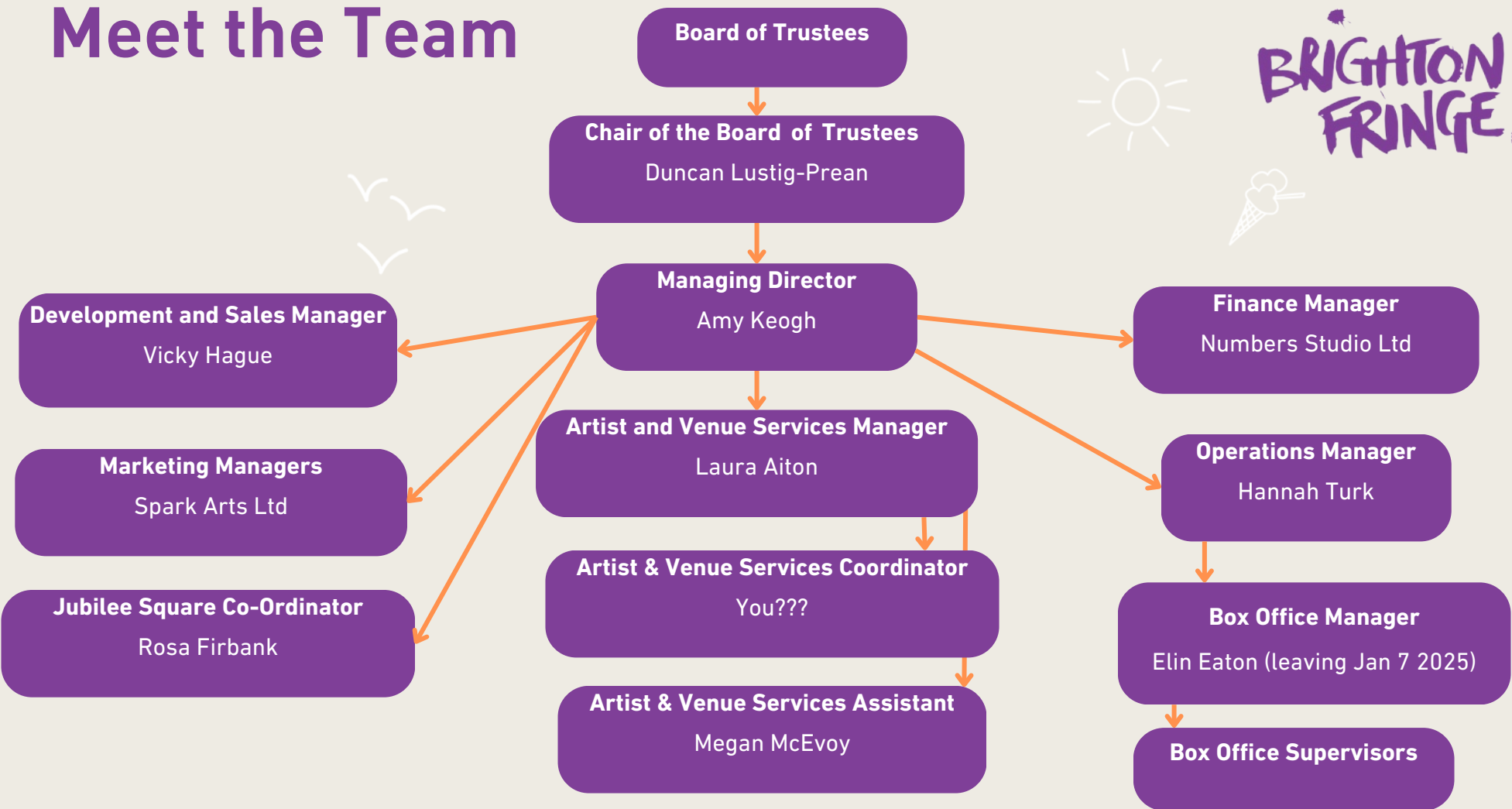
Up to 3 professional
development days

Platinum Friends of
Fringe Membership
(Worth £200)

Staff ticket subsidy to
be spent on May events



Meet the Team



Summary of the Role

The Artist and Venue Services Coordinator is an integral member of the Artist and Venue Services (AVS) team. The role provides essential support and guidance to Brighton Fringe artists and venues throughout the festival cycle, helping them deliver the best possible experience.

The Coordinator helps maintain and grow relationships with partnering organisations and supports the delivery of key events year-round and contributes to organising, promoting and delivering every festival and Fringe event to a high standard.



£24,600

Per annum pro rata.



Combination

3 days (22.5 hours) per week, increasing to 5 days (37.5 hours) per week in May.

Some evening and weekend work required.



Job Description

Key Duties and Responsibilities

Artist and Venue Support

- Provide advice and support to artists and venues from registration through to the end of the festival cycle (see Timeline 2026 in the Job Pack).
- Respond promptly to enquiries via email, phone and social media.
- Ensure all venues are safe and suitable for performances; organise and attend site visits as required.
- Maintain effective communication between the AVS team, artists, venue managers and arts industry professionals through newsletters, social media and direct contact.

Event Delivery and Coordination

- Organise and deliver key Brighton Fringe events including:
 - Winter and Spring Showcases
 - Registration and Festival Launch Nights
 - Annual Awards Ceremony (final day of the festival)
- Coordinate and deliver a year-round Fringe Academy programme (virtual and in-person workshops) leading up to and during the festival.

Bursaries and Awards

- Support the administration and development of the Brighton Fringe Bursary Scheme, maintaining strong relationships with stakeholders.
- Administer the annual Awards process, including shortlisting coordination and communication with award providers.



Job Description

Key Duties and Responsibilities

Arts Industry and Accreditation

- Support the accreditation of Arts Industry representatives.
- Process ticket requests and manage allocations via Eventotron and email.
- Develop and maintain key databases including Arts Industry contacts, local rehearsal spaces and accommodation options.

Administration and Evaluation

- Support the AVS annual evaluation by creating feedback surveys for artists and venues and contributing to reports for the Brighton Fringe Board of Trustees.
- Maintain and update documents, databases and folders on SharePoint.
- Update relevant sections of the Brighton Fringe website using the WordPress admin portal.

Person Expectations

- Build and maintain positive working relationships across departments and with external partners.
- Demonstrate integrity, honesty and a strong sense of ethics in all decisions and actions.
- Contribute actively to team discussions and collaborative projects.
- Maintain resilience and composure under pressure, particularly during the festival period.
- Demonstrate initiative and flexibility in a fast-paced, changeable environment.



Skills and Experience

Essential

- Excellent written and verbal communication skills.
- Strong organisational and administrative abilities.
- Good understanding of the arts sector.
- Knowledge of UK and international fringe festivals.
- Ability to work independently and collaboratively in a small team.
- Flexibility to work variable hours during busy periods.
- Proven ability to meet deadlines and work accurately under pressure.
- Competent in Microsoft Office (Word, Excel, Outlook, Access, Forms) and Adobe software.

Desirable

- Previous experience with Brighton Fringe (as participant, venue, arts professional or audience member).
- Local arts industry knowledge or experience.
- Experience using administration or box office systems.
- Event management and coordination experience.
- Proofreading skills and attention to detail.
- Experience working in small-scale or not-for-profit organisations.
- Experience of working with press or producing press releases.
- Familiarity with Eventotron, WordPress, Canva and Email Octopus.



Application Process



Your Application

Email your completed application form by
10am, Wednesday 19th November 2025 to info@brightonfringe.org



Interviews

Stage 1 Interviews will take place between
Tuesday 25th November & Wednesday 26th November

Stage 2 Interviews will likely be between
Monday 1st or Tuesday 2nd December



Start Date
January 5th 2026



For any questions about this role, or to let us
know about any accessibility requirements you
have, please email info@brightonfringe.org



Timeline 2026

