



Community Arts Coordinator

Reports to: Executive Director and Festival Associate Producer

Term: March 2026 – October 16, 2026 (Festival runs Oct 1–10, 2026)

Type: Volunteer position with a **\$1,500 stipend** to help offset travel and related expenses

Work Mode: Remote-first; limited on-site time for select pop-ups and then largely in-person during the Festival

About Fringe

Scranton Fringe is a nonprofit arts organization in Scranton, PA, staging a multi-venue fall festival and year-round programs across theatre, music, dance, comedy, and visual/immersive arts. We champion bold, accessible storytelling, lower barriers to participation, and collaborate with partners to celebrate the cultural life of NEPA. Learn more at scrantonfringe.org.

Role Summary

The **Community Arts Coordinator** blends creative curation with community organizing and light administration. You'll curate and coordinate pop-up arts activations in small businesses and unconventional locales across Scranton, lead our virtual/online programming (livestreams, digital workshops, artist spotlights), and serve as a friendly, reliable outreach point of contact for neighborhood partners. The role is largely remote from March through late August, then ramps up with some on-site work as the Festival approaches and during the Festival itself.

Key Responsibilities

- **Pop-Up Curation & Production:** Identify host sites (cafés, shops, public sites) and curate short-form performances/installations, confirm basic tech/space needs, and coordinate simple permits/approvals when required.
- **Community Outreach:** Build relationships with small businesses, schools, libraries, neighborhood orgs; complete simple MOUs; align expectations, load-in/out, and basic promo details.
- **Digital/Virtual Programs:** Plan and run online offerings (artist IG Lives, short Zoom workshops, recorded spotlights), coordinate tech checks, and manage basic posting/scheduling.
- **Festival Support:** In September–October, assist with pop-up logistics, wayfinding, and audience experience; help staff or oversee select activations.
- **Documentation & Reporting:** Keep a simple tracker of partners, dates, tech notes, and outcomes; provide brief updates to the ED.
- **Inclusive:** Apply inclusive curation practices; prioritize welcoming, low-barrier events and plain-language communications. Additional related tasks are assigned as needed.

Qualifications

- Experience (professional or volunteer) in community arts, curation, or events - of any size and scale.
- Warm, proactive communicator who builds trust with artists, business owners, and community partners.
- Organized and self-directed: able to manage calendars, simple budgets, checklists, and follow-through.
- Comfortable with working in-person events as well as online spaces/remotely.
- Knowledge of Scranton/NEPA arts and small-business ecosystems is a plus (not required).
- Availability for remote work March–August and limited **on-site** time late August–Oct 16, including some evenings/weekends around the Festival.

Compensation

This role is largely volunteer-based, with a **\$1,500 stipend provided**.

Schedule & Work Mode

- **March–August:** Largely remote; flexible hours with virtual check-ins every 2-3 weeks / as needed.
- **Late August–Oct 16:** Increased hours; some on-site support leading into and during the Festival (Oct 1–10). We'll work around other commitments with reasonable notice!

Perks

- Festival pass and professional credit.
- Complimentary meals during the Festival.
- Co-working space available during the Festival.

How to Apply

Email a brief note, resume (or project list), and one reference to **info@scrantonfringe.org** with subject “**Community Arts Coordinator 2026 – Your Name.**” You may include a link to work samples of your own AND/OR projects that inspire you (and why). Applications reviewed on a rolling basis; target selection by **December 20, 2025**.