



Scranton Fringe — Associate Producer (Contract/Seasonal)

Reports to: Executive Director

Term: Seasonal contract for the 2026 Scranton Fringe Festival

Role Summary

The Associate Producer will be the primary coordinator for the **2026 Scranton Fringe Festival** (*October 1st - 10th, 2026 - with wrap-up through October 15th*), driving planning and on-the-ground execution across venues, artists, volunteers, and partners. This role keeps operations efficient and timelines tight so the Executive Director can help grow the artistic quality of the Festival, focus on year-round programming, mission, and sponsor relations.

About Fringe

Scranton Fringe is a nonprofit-based arts organization in Scranton, PA, dedicated to bold, accessible storytelling across theatre, music, dance, comedy, and visual/immersive arts. Best known for our multi-venue fall festival, we also produce year-round programs, education, and community partnerships that champion local creatives, welcome touring artists, and make the arts easier to discover. From free and low-cost performances to teen workshops and neighborhood pop-ups, Scranton Fringe lowers barriers, sparks collaboration, and celebrates the vibrant cultural life of NEPA. To learn more about Scranton Fringe, visit

www.scrantonfringe.org

Key Responsibilities

- Serve as primary liaison for artists/showrunners; manage onboarding, deliverables, and info packets.
- Build and maintain the master schedule (load-ins/outs, tech, performances, FOH/box office, special events).
- Coordinate Festival-related tasks with the tech director, marketing team, volunteer coordinator, FOH managers, and other team leads.
- Liaise with partner venues, vendors, and local agencies; oversee keys/access, emergency plans, wayfinding/signage, and FOH setups.
- Ensure a consistent, high-quality audience experience (clear signage, easy navigation, accessibility standards).
- Act as a public-facing ambassador to foster a welcoming, inclusive festival environment.
- Lead regular check-ins during Festival, resolve real-time conflicts/changes; manage comms for weather, incidents, and schedule adjustments; document resolutions.
- Create/follow processes; provide occasional reports to the ED and stakeholders; standardize workflows (templates, checklists, calendars) and recommend improvements for 2027. Additional related tasks assigned as needed.

Qualifications

- Ideally, at least 2 to 3 years in festival/theatre/events/performing-arts production or company/festival management. Evening/weekend availability during peak; ability to handle light equipment as needed.
- Strong scheduling/logistics skills; calm under pressure during live operations. Reliable and friendly.
- Clear communicator with artists, partners, sponsors, and audiences. The ideal candidate will be able to work well in a team and independently, including when setting their own schedule for remote work.
- Proficient with Google Workspace or other similar project management tools, etc.
- Familiarity with the arts and/or business communities of Northeast PA is ideal, though not required.

Compensation

\$3,000–\$3,400 stipend for the 2026 engagement. We recognize this is a modest stipend and hope to grow the role over time. While it is our hope that the right candidate will wish to renew their contract with us for 2027, this is not required at this time nor guaranteed.

Schedule & Work Mode

For 2026 - January to July, the majority of the work can be accomplished remotely with most communication handled via email and occasional (every 2 to 3 weeks) virtual work sessions. A few key in-person events/meetings will be scheduled in advance.

The peak work will occur late August through mid-October, with the contract expiring as of October 16th, 2026.

As this is a modestly paid contract, we understand that the associate producer will need other work, so we are happy to schedule around other projects/conflicts - as long as ample notice is given. We also firmly believe in our work culture that family/personal relationships come first - so *as long as we can plan, it's fine by us.*

Please note that ample availability shortly before and during the Festival (October 1-10, 2026) is required.

Perks

- Festival pass and professional credit.
- Complimentary meals during the Festival.
- Co-working space provided during the Festival.
- Miscellaneous budget (with prior approval) for necessary travel-related expenses and day-to-day operational costs during the Festival.
- Mentorship from the ED and veteran production leads; networking with visiting artists.

How to Apply

Send a brief note, resume (or project list), and two references to info@scrantonfringe.org with the subject line “**Associate Producer 2026 – Your Name.**” We will be reviewing candidates on a rolling basis with a goal date of selecting someone by approximately. December 20th, 2025.