

# Victoria Fringe Festival: JOB POSTING

## FESTIVAL VOLUNTEER COORDINATOR & PRODUCTION ASSISTANT

**INTREPID  
THEATRE**

BE BRAVE.

**Job Type:** Student Summer Position – Canada Summer Jobs Program

**Location:** Victoria, BC, CANADA;

**Number of Positions:** 2

**Application Deadline:** Monday May 21, 2018, 11:59pm

**Contact E-mail:** [sammie@intrepidtheatre.com](mailto:sammie@intrepidtheatre.com)

**Start Date:** June 6, 2018 (projected)

**End Date:** September 3, 2018

**Wage:** \$15.35/hr

**Shifts/Hours:** Casual/Part Time Pre-Festival & Full Time during Festival

**Location of Activity:** Downtown Victoria, BC

### **CONDITIONS OF EMPLOYMENT THROUGH CANADA SUMMER JOBS PROGRAM**

To apply for this position the applicant must be:

- between 18 and 30 years of age at the start of employment
- registered as a full-time student during the 2017-18 academic year
- intending to return to school on a full-time basis in the next academic year
- a Canadian citizen or permanent resident

Please do not apply if you do not meet the above qualifications: your application cannot be considered.

### **PROJECT DESCRIPTION & QUALIFICATIONS:**

The FESTIVAL VOLUNTEER COORDINATOR & PRODUCTION ASSISTANT will be involved in the day-to-day planning, administration, and production of the Victoria Fringe Theatre Festival, a large-scale, international performing arts festivals in Victoria BC. This joint position is an important part of the Festival Admin team and encouraged to participate in a diverse range of projects and to assist where needed in the office or on the festival site. This allows maximum exposure to all elements of festival coordination.

Experience or interest in festivals, live performance (theatre), and community events are an asset.

Applications by Indigenous, Metis, and visible minority students are encouraged as a priority of this CSJ placement.

#### OBJECTIVES OF THIS POSITION:

To prepare students for future employment opportunities in the arts and culture sector, particularly in event production, management, promotions and publicity, and general operational requirements of Festivals in a fast moving professional environment. An excellent position for students considering careers in Performing Arts, Tourism, Event Planning, Cultural Resource Management, Business Management or Education.

To recruit, interview, welcome, schedule, train, and thank the volunteer crew.

#### DETAILED DESCRIPTION OF ACTIVITIES:

- To assist in revisions of volunteer policies, structure, intake systems, with senior staff
- To assist in volunteer intake/interviews, suggesting appropriate placement
- To assist with the development and implementation of volunteer training sessions
- To assist in determining hours and number of volunteer shifts
- To assist in scheduling all shifts, with backup volunteers
- To assist in reviewing and amending the volunteer training manual
- To assist in the maintenance of an accurate database of volunteers
- To assist in the set-up and running of the volunteer centre on festival site
- Provide ongoing support, services, troubleshooting and supervision
- Provide appropriate benefits, recognition, and personal thanks to volunteers
- Participation in Staff & Production meetings
- Assist with program and poster distribution
- Daily production and office administration duties as required
- Promotional Outreach at external events
- Assist with the planning and production of FringeKids Fest and other special events

#### LINES OF ACCOUNTABILITY

The Festival Volunteer Coordinator and Production Assistant reports to the Producer and Executive Director and will work closely with the Operations Manager and production staff, who will determine projects, evaluate tasks while monitoring progress and adherence to project timelines.

#### ABOUT THE EMPLOYER

Established in 1986, Intrepid Theatre produces large-scale theatre festivals in the summer months: UNO Fest (May), OUTstages (July), and the Victoria Fringe Theatre Festival (Aug-Sept). The Fringe is an eleven-day international live theatre festival that features up to 60 productions and free public events on ten stages around Victoria, for an audience of more than 25,000 annually.

#### HOW TO APPLY

Please submit a one-page cover letter outlining relevant experience/qualifications, the phone number of two references, and current resume to: [sammie@intrepidtheatre.com](mailto:sammie@intrepidtheatre.com)

or in person/by post/courier to Intrepid Theatre, #2 – 1609 Blanshard Street, Victoria BC V8W 2J5

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