

# INTREPID THEATRE

BE BRAVE.

Producers of UNO Fest, OUTstages, Victoria Fringe, Metro Studio & Intrepid Theatre Club  
#2 – 1609 Blanshard Street, Victoria BC V8W 2J5 Canada  
intrepidtheatre.com | 250-383-2663

## Fringe Festival Accessibility & Outreach Coordinator

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

**Location:** Victoria, BC, Canada (downtown)

**Number of Positions:** 1

**Wage:** \$16.65/hr

**Application Deadline:** Monday May 20, 2019    **Contact E-mail:** [jobs@intrepidtheatre.com](mailto:jobs@intrepidtheatre.com)

**Start Date:** mid-June 2019 (projected)    **End Date:** September 2, 2019

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

### 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
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

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

### Project Description & Qualifications

This position aims to assist with the organisation's overall vision of making Intrepid Theatre and the Victoria Fringe accessible for everyone - artists, volunteers, and audience members. The Accessibility and Outreach Coordinator will continue to build Intrepid's Accessibility strategy while connecting to disabled audiences through community outreach. The ideal candidate is eager to learn more about and contribute to improving access and inclusion in the arts sector. Applications by Indigenous, Metis, and visible minority students are encouraged as a priority of this CSJ placement.

### Objectives of 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.

### Detailed Description of Responsibilities & Activities

- Liaising with artists regarding their specific accessibility requirements for their shows

- Supporting artists in marketing outreach initiatives to special interest groups and service organisations.
- In collaboration with Producer, assisting with the development of a Patron Accessibility Plan- including venue accessibility, details on performances with accessibility measures, and awareness training
- Creating a resource document on accessible shows and initiatives at the festival
- Assisting with developing web access, including coordinating signers to create signed videos
- Coordinating and training accessibility volunteers to assist patrons with a disability where requested
- Liaising with Front of House and technical staff regarding requirements of accessible performances.
- Assisting with the logistics and production of specialised performances, including ASL interpreted performances, audio described performances, relaxed performances
- Work with the Marketing Manager to create an Accessible Audience Development Plan for the festival
- Assist in creating ongoing partnerships with relevant community organisations
- Reception and office administration duties as required during the festival

## Requirements

- Excellent communications, customer service and interpersonal skills
- Ability to multi-task and priorities
- Strong computer and research skills, including data input and spreadsheets
- Understanding of the barriers (both existing and potential) that persons with disabilities encounter, including mental health issues
- Passion for performing arts and keen interest to improve access and inclusion

## Assets

- Knowledge of the Fringe Festival movement and Intrepid Theatre mandate

## Lines of Accountability

This position reports to the Producer and Executive Director and will work closely with the Volunteer Coordinators, Operations Manager and production staff.

## How to Apply

Intrepid Theatre is dedicated to fostering diversity in our workforce. We encourage applications from candidates with a broad range of backgrounds including, but not limited to: race, ethnicity, indigeneity, gender, gender-identification, and sexual orientation.

Intrepid Theatre is committed to providing an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, have equal opportunities, and can contribute fully.

Please submit a one-page cover letter outlining relevant experience/qualifications, the phone number of two references, and current resume to: [jobs@intrepidtheatre.com](mailto:jobs@intrepidtheatre.com) or in person/by post/courier to Intrepid Theatre, #2 – 1609 Blanshard Street, Victoria BC V8W 2J5

**Deadline: Monday May 20, 2019**

## About Intrepid Theatre

Intrepid Theatre is an independent theatre company that produces the Victoria Fringe Festival, UNO Fest, OUTstages Festival, and various year-round programs that benefit local and emerging artists, and the theatre community at large. Our mission is to create opportunities for both emerging and established artists to produce their work with artistic freedom, while engaging members of the community by making productions as affordable and accessible as possible. We also operate two venues – The Metro Studio and the Intrepid Theatre Club – that are used for our programming and available for rent to the general community.