

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 Volunteer Coordinator/PA

Job Type: Student Summer Position – Canada Summer Jobs Program

Location: Victoria, BC, Canada (downtown)

Number of Positions: 2

Wage: \$16.65/hr

Application Deadline: Monday May 20, 2019

Contact E-mail: jobs@intrepidtheatre.com

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

Shifts/Hours: Casual/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

The Volunteer Coordinator/PA 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 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 facilitate the development and implementation of volunteer training sessions
- To assist in determining hours and number of volunteer shifts
- To schedule all shifts, with backup volunteers
- To review and amend the volunteer training manual
- To assist in the maintenance of an accurate database of volunteers
- To ensure 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 Fringe Festival Volunteer Coordinators 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.

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

Deadline: Monday May 20, 2019, 11:59pm

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.