

# INTREPID THEATRE

BE BRAVE.

Producers of UNO Fest, OUTstages, Victoria Fringe, Metro Studio & Intrepid Studio  
#2 – 1609 Blanshard Street, Victoria, BC V8W 2J5 Canada | [intrepidtheatre.com](http://intrepidtheatre.com) | 250. 383.2663

## Victoria Fringe Festival – Assistant Production Manager

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### Preamble

At Intrepid, we realise that applying for jobs can be intimidating and acknowledge that although we are posting a position looking for a particular skill set and level of experience, not everyone has had the access or opportunity to acquire what is posted. As a company that regularly works with emerging and developing artists through mentorship, we've seen that someone who may not yet have the skills or education can learn and incorporate their own past experience and knowledge to fit the needs of the position.

If you feel that you don't meet the requirements listed below but are excited and intrigued, we encourage you to apply! Let us know what has drawn you to the post and what you personally can bring to the position. Some past experiences that might seem like they are not relevant can be exactly what is needed.

We look forward to hearing about you and thanks for wanting to work with us!

Justine Shore  
Managing Director, Intrepid Theatre

Location: Victoria, BC, Canada (downtown)

Number of Positions: 1

Wage: \$18.60/hr

Application Deadline: May 28, 2021

Contact E-mail: Justine Shore / [jobs@intrepidtheatre.com](mailto:jobs@intrepidtheatre.com)

Start Date: early July, 2021 TBD

End Date: September 29, 2021

Shifts/Hours: Part-time to full-time hours, with shifts on evenings and weekends throughout the Fringe. Working primarily on site at the Metro Studio and Intrepid offices with some hours remotely from home.

### 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

### Project Description

Intrepid Theatre is seeking an enthusiastic and dedicated individual to become part of the team as Assistant Production Manager for the 2021 Victoria Fringe, a local performing arts festival in Victoria, BC. They will be an important part of

the production team, contributing to a fun and organised artist experience, supporting the implementation of festival COVID safety plans, and assisting the Production Manager. This position reports to the Production Manager and is overseen by the Managing Director.

## Who You Are

You have experience or interest in festivals, live performance (theatre), customer service, and community events. You are eager to learn more about and contribute to a fun, safe and inclusive festival environment. You are comfortable working in or learning Google Suite and Slack. You are comfortable working remotely or on-site in person as needed and enjoy working in social environments. You have experience or interest in theatre production management; experience in technical theatre/festival/AV production is an advantage but not required. You may have some knowledge of or interest in film editing or digital performance delivery.

## Who We Are

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. Intrepid is committed to employment equity and diversity. We encourage applicants from equity-seeking communities and intersecting identities to apply. We are committed to providing staff with a work environment free of discrimination and harassment, and fostering an inclusive and supportive workplace. See [intrepidtheatre.com](http://intrepidtheatre.com) for more information.

## Description of Activities

- Assisting the Fringe Production Manager with production planning, scheduling, artist and technical liaison
- Stage Managing and assisting in planning and production of the Fringe's special events
- Customer Service: welcoming and interacting with artists and volunteers in a friendly and calm manner
- Communication: liaising with all relevant festival departments
- Assisting the Production Manager on the Fringe site as needed
- Running festival errands as needed (a regular class 5 BC driver's license is an asset, no car needed)
- Inform, uphold, and help implement the Victoria Fringe's COVID Safety Policy
- Liaise with artists regarding their individual show COVID Safety Plan and act as "COVID Captain" at all technical rehearsals to help ensure the safety protocols are followed
- Coordinate artist pre-show COVID screening
- Cleaning and sanitising workspace and stage areas regularly
- Supporting online delivery of digital performances where needed
- Office administrative tasks and other duties as required
- Advocating for a safe, inclusive festival environment as part of Intrepid Theatre's Safe(r) Spaces Policy

## Application Process

The hiring panel is Production Manager, Owen Schellenberger; Producer, Sammie Gough; and Managing Director, Justine Shore. Owen and Sammie will conduct interviews. Anyone applying can request a pre-application informational chat with Owen or Sammie if they want to. Only those applicants selected for an interview will be contacted; all of those who are offered an interview will be notified of hiring decisions.

To apply, submit a resume and either a one page cover letter, or a up to 5 minute video or voice recording to Justine Shore: [jobs@intrepidtheatre.com](mailto:jobs@intrepidtheatre.com). If you are applying for more than one position, please indicate that in your cover letter, video, or voice recording.

## Deadline

May 28, 2021, 11:59pm