

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 | 250-383-2663

Job Title: Operations & Venue Rentals Coordinator - Intrepid Theatre

Reports to: Managing Director and Artistic Director

Duration and time requirements: Part-time, 20 hours/week- 3 days in office. Contracted to end of the 2021 season with option to extend into 2022

Start date: October 11th, 2021

Rate: \$21.00/hr

Preamble

At Intrepid, we realize that applying for jobs can be intimidating and acknowledge that although we are posting a position that comes with a level of skill set and 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 have the skills or education can learn and incorporate their own past experience and knowledge that fits the positions' needs.

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!

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. We value collaboration and rigour in producing and presenting festivals and supporting new work as much as we do collaboration in our administrative work.

We acknowledge that equity-seeking communities have been excluded from theatre and non-profit spaces in the past and are committed to employment equity and diversity. We encourage applicants from equity-seeking communities and intersecting identities to apply. Intrepid Theatre strongly believes in providing staff with an anti-oppressive work environment free of discrimination and harassment, and fostering an inclusive and supportive workplace. See intrepidtheatre.com for more information.

Who You Are

You have experience or interest working in festivals, live theatre performance, customer service and community events. You are eager to learn more about and contribute to an engaging, safe and inclusive professional theatre environment. You enjoy working with people in a fun and collaborative environment

and also are able to work independently. You value work/life balance and setting clear boundaries. You are passionate about arts administration, logistics and supporting a vibrant local theatre ecology. You are professional but easy going, interpersonal, adaptable, and detail oriented and are willing and able to publicly represent Intrepid Theatre.

OVERALL RESPONSIBILITY:

Customer Service

- Welcome and interact in person at the Intrepid office, over the phone and via emails with rental clients, patrons, donors, suppliers and the general public in a friendly and calm manner
- Address rental, operational and general inquiries
- Process and reconcile in person (via square), over the phone, mail and email transactions. Some cash handling may apply
- Educate, implement and remind all users in Intrepid venues regarding the current COVID-19 Health protocols and procedures

Office Administration and Coordination

- Overseeing administrative areas that will ensure smooth operations such as maintaining office stationery and supplies orders, janitorial contracts and supplies and general office utility contracts
- Assist with the filing and maintaining order of invoices, mail and general incoming communications
- Support the organization's ongoing Diversity, Equity and Inclusion audit; collaborating to create and implement action plans as required
- Assist with grant application submission when needed
- Assist Producer, Production Manager and Managing Director, Marketing Director, and/or Artistic Director with admin tasks as needed; and other related duties as required

May include some financial management such as:

- Execute payment operations via Stripe and Square
- Extract required accounting information from Stripe and Square
- Assisting with Accounts Payables, payroll, deposits and tax receipting

Venue Rentals Management

- Answer and follow up with any booking inquiries, questions, concerns or requests
- Meet with, set up meetings alongside Production Manager and lead venue walkthroughs with Metro renters
- Meet with, lead in-person venue walkthroughs and organize checklist confirmation and key sign out with Intrepid Studio renters
- Working via our booking system to draft, finalize, and send out rental contracts and final invoices
- Calculate and collect deposits and final settlements
- Communicate with rental clients regarding any concerns, issues or needs during rental contracts
- Keep rentals info pages up to date on company website via WordPress
- Keep track of annual rentals through excel spreadsheets and monthly reconciliations
- Work with Marketing Director on any venue or rental marketing campaigns as needed

QUALIFICATIONS & EXPERIENCE:

- Minimum of three (3) years of administrative experience or in adjacent field of employment
- Experience in the arts/not for profit sector an asset

- Intermediate level administrative, computer and communication skills
- Experience using or willing to learn programs such as Quickbooks, Google Suite, Microsoft office (especially Excel), Slack, Zoom, Stripe, Square and Wordpress
- Familiarity with and experience in start-to-finish projects
- Ability to thrive in a fast-paced environment, multitask and meet deadlines
- Enthusiastic about anti-racism, diversity and inclusion in the workplace and advocating for a safe, inclusive work environment as part of Intrepid Theatre's Safe(r) Spaces Policy
- Valid Class 5 driver's license for the Province of British Columbia would be considered an asset

Application Process

The hiring and interview panel is Sean Guist (Co-Artistic & Marketing Director), Sammie Gough (Producer), and Justine Shore (Managing Director). Anyone applying can request a pre-application informational chat with Justine 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 an up to 5-minute video or voice recording to: jobs@intrepidtheatre.com.

Deadline

September 30th, 2021, 11:59pm