

# INTREPID THEATRE

Producers of UNO Fest, OUTstages, Victoria Fringe, Metro Studio & Intrepid Theatre Studio  
#2 – 1609 Blanshard Street, Victoria BC V8W 2J5 Canada [intrepidtheatre.com](http://intrepidtheatre.com) | 250-383-2663

## Volunteer Coordinator

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### Preamble

At Intrepid, we realize that applying for jobs can be intimidating. As a company that regularly works with emerging and developing artists through mentorship, we know that someone, who may not have the exact skills or education posted, can learn and incorporate their own past experience and knowledge to the position. We acknowledge that not everyone has had the access or opportunity to acquire the skills and experience outlined in the job requirement. If you feel that you don't meet the exact skills and experience listed below but are excited and intrigued at the opportunity, 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!

Location: ləkʷəŋən territory, Victoria, BC, Canada (downtown)

Number of Positions: 1

Wage: \$18.60/hr

Application Deadline: May 9, 2022

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

Start Date: July, 2022, date TBD

End Date: Sep 5, 2022

Hours: Approximately 35 hours a week. With hours on evenings and weekends throughout the Fringe. Working primarily on site at Intrepid Theatre's downtown office.

### Conditions of Employment Through Canada Summer Jobs Program

To apply for this position the applicant must be:

- between 15 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 Volunteer Coordinator for the 2022 Victoria Fringe, a local performing arts festival. They will be an important part of the volunteer services, contributing to a fun, organised volunteer experience, supporting and scheduling volunteers. This position reports to the Producer and is overseen by the Managing Director, working in a creative, collaborative environment with the Intrepid Theatre team.

### Who You Are

You have experience or interest in festivals, live performance (theatre), volunteering 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, Canva, Zoom, social media platforms and Slack. You enjoy detailed administrative tasks, problem solving and social interaction. You may have experience with volunteer coordination or project management. You may have some knowledge of or interest in project management, graphic design, digital content creation and/or accessibility in the arts.

## 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

- Welcome and interact with volunteers in a friendly and calm manner. Address volunteer queries and use conflict resolution to address medium level concerns
- Communicate and liaise with other festival departments and support volunteer needs
- Communicate regularly with volunteers via email, social media, phone and in person
- Assist in revisions of volunteer policies, structure, intake systems, with senior staff
- Coordinate outreach to recruit new volunteers
- Conduct volunteer intake/interviews, suggesting appropriate placement
- Collaborate on the development and implementation of volunteer training sessions
- Create volunteer schedule based on input from festival departments
- Review and amend the volunteer training documents
- Maintain an accurate database of volunteers
- Provide ongoing support, services, troubleshooting and supervision to volunteers
- Provide appropriate benefits, recognition, and personal thanks to volunteers
- Daily production and office administration duties as required
- Promotional Outreach at external events
- Attend festival training, including Anti-Oppression training
- Support and advocate for accessibility need of volunteers
- Supporting Equity, Diversity and Inclusion and Accessibility at the festival
- Advocate for safe, inclusive festival environment as part of Intrepid Theatre's Safe(r) Spaces Policy

## Application Process

Intrepid Theatre requires all employees to be fully vaccinated against COVID-19 at this time, and the successful candidate will need to show proof of vaccination before an offer of employment is made. The hiring and interview panel is Sammie Gough (Producer) and Julie Haddow (Managing Director). Anyone applying can request a pre-application informational chat with Sean if they want to. All applicants will be sent an email letting them know the status of their application; 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 Julie Haddow: [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 (no need to submit separate applications).

## Deadline

May 4, 2022, 11:59pm