

**Box Office & Administrative Assistant - 2024 Victoria Fringe Festival**  
**Supervisor: Box Office & Marketing Manager**

**35 hrs per week with overtime as needed during the Festival**  
**\$19.60/hr**

**Application deadline is April 30 2024 by end of day**

**Start date is between June 24 and July 2 2024 and position runs until September 1 2024 - position dependant on funding**

**Description of Activities:**

- Assist the Box Office & Marketing Manager with building shows, tickets, and other administrative needs in the box office system Red61 for the Fringe.
- Daily operation of the Fringe box office, including selling tickets, answering phones, and attending to in-person inquiries.
- Run reports and other Red61-focussed administrative duties as needed.
- Liaise with relevant Fringe departments on all incoming inquiries.
- Daily cleaning duties of the Fringe box office.
- Assist Managing Director, Artistic Director, and Producer with administrative tasks as needed.
- Printing of all documents and signage as needed by Fringe staff.
- Assist Front of House with any required audience information.
- Daily reconciliation of the box office, including preparing written and spreadsheet reports digitally.
- Represent the Fringe and Intrepid Theatre in a professional manner in all public facing activities.
- Attend all festival training and staff orientations.
- Support Equity, Diversity, Inclusion, and Accessibility at the Fringe.
- Other related duties as assigned.

**Skills:**

- Ability to work alone and independently
- Strong computer and software learning
- Excellent and personable communication

**Requirements:**

- Previous front facing customer service experience, including cash handling
- Be between the ages of 15 and 30 at the beginning 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
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Assets:**

- Regular Class 5 driver's license (vehicle not required)
- Previous Box Office experience
- Previous experience in the arts and/or theatre
- Experience using Canva, Wordpress (or similar web design platforms)

**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 Emmett (Producer) and Parker (Box Office Manager). Anyone applying can request a pre-application informational chat if they would like, please note this is not an interview it is an opportunity for the candidate to ask clarifying questions before they apply. 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: [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).

**Other Information for applications****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!

**Who We Are**

Intrepid Theatre is an independent theatre company that produces the Victoria Fringe Festival, Incoming Festival, 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.