

**Festival & Marketing Assistant - 2024 Victoria Fringe Festival  
Supervisors: Box Office & Manager, & Associate Producer**

**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:**

- **FESTIVAL ASSISTANCE:**
  - Assist Associate Producer with the planning, organization, and execution of Fringe Preview and FringeKids Fest.
  - Help with the purchasing Fringe supplies, including supplies for Front of House kits, event supplies, office materials, etc.
  - Act as coverage for Site Office, Front of House, Box Office, and Festival Hub as needed.
  - Run errands as needed to support Site Office and the Volunteer Coordinator.
  - Represent the Fringe and Intrepid Theatre in a professional manner in all public facing activities.
  - Attending all festival training and staff orientations.
  - Supporting Equity, Diversity, Inclusion, and Accessibility at the Fringe.
  - Other related duties as assigned.
- **MARKETING**
  - Assist Box Office & Marketing Manager with the development of a marketing plan for Fringe.
  - Creation of online graphics for Instagram, Facebook, and email newsletters.
  - Run Fringe social media during the Fringe, including regular posts and stories on Instagram and Facebook.
  - Monitoring of social media channels for communications and relaying of messages to appropriate staff.
  - Other related duties as assigned.

**Skills:**

- Ability to work independently
- Able to be on your feet for long periods of time during the Fringe
- Graphic design and experience in Canva
- Familiarity with Facebook and Instagram interfaces

**Requirements:**

- Regular Class 5 BC Driver's license (vehicle not required)

- Previous experience in marketing and management of social media
- 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:**

- Previous Box Office and/or customer service experience
- Previous event management experience
- Previous experience in the arts and/or theatre

#### **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), Jane (Associate Producer), and Parker (Box Office & Marketing 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.