

Producer's Assistant - 2025 Victoria Fringe Festival
Supervisor: Producer

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

Application deadline is May 5 2025 by end of day

Start date is July 7 2025 and position runs until August 31 2025 (dependent on funding)

Description of Activities:

- Assist with producing the Victoria Fringe Eve Preview and FringeKids events alongside the Assistant Production Manager, under the supervision of the Producer. Includes: vendor and venue liaison, vendor booking, day-of scheduling, communicating volunteer needs to Volunteer Coordinator, artist liaison, and other producing responsibilities as required.
- Act as the on-site contact for the duration of the Fringe Eve Preview and FringeKids events.
- Assist Producer with overall festival planning, volunteer management and artist communications.
- Act as the main point of contact for audience accessibility needs, including reviewing and updating Venue Visual Guides and the Fringe Accessibility Guide, becoming familiar with all accessibility protocols for Fringe, and running daily accessibility reports for shows.
- Act as coverage for Site Office, Front of House, Box Office, and Festival Hub as needed.
- Provide on-site festival support as needed.
- Coordinate artist services such as billeting and hospitality.
- Provide coverage for Site Office and Front of House as needed.
- Provide administrative support to the Producer as needed.
- 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 independently
- Experience with Google Drive and file management
- Excellent email and communication skills

Requirements

- Previous experience in customer service management or other public facing management

- Previous experience managing a team
- 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 event management and/or Front of House experience
- Previous experience and/or training in accessibility training and execution
- Previous experience in the arts and/or theatre

Application Process

The hiring and interview panel is Emmett (Producer) and Sean (Artistic Director). 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. 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 for more information.