

**Volunteer Coordinator - 2025 Victoria Fringe Festival**  
**Supervisor: Producer and Operations & Venues Manager**

**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:**

- Develop volunteer outreach/intake program for Fringe.
- Develop volunteer training orientation in collaboration with supervisors.
- Learning the Box Office software Red61 (on computer and tablet) in order to be able to orientate volunteers as needed.
- Maintain regular email and phone communication with and support to the Fringe volunteers.
- Management of the Festival Hub, including opening, closing, administration, and daily cleaning.
- Working with the Festival & Marketing Assistant to keep the Festival Hub supplies stocked.
- Assist Operations & Venues Manager with running of Site Office during the Fringe.
- Provide appropriate benefits, recognition, and personal thanks to volunteers.
- Support and advocate for accessibility needs of volunteers.
- 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**

- Excellent and personable communication
- Strong computer and device troubleshooting
- Ability to work independently while managing a team of volunteers
- Detail oriented, particularly with scheduling and file management
- Strong administrative skills

**Requirements:**

- Previous experience in customer service management or other public facing management
- Previous experience managing a team of staff and/or volunteers
- 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

### **Application Process**

The hiring and interview panel is Emmett (Producer) and Julie (Managing 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](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.