

Artist Services Coordinator Vancouver International Fringe Festival



DESCRIPTION

The Vancouver International Fringe Festival, September 8-19, 2010, hosts over 400 performances in venues on and around Granville Island. The Fringe accepts over 70 theatre companies from around the world on an un-juried and uncensored basis. This makes for live performance that runs the gamut from weird to wonderful, classic to avant-garde, dance to tragedy, multi-media to comedy!

Reporting to the Interim Festival Manager, the Artist Services Coordinator is responsible for the coordination of and communication with the festival's artists. The position is a seasonal position commencing on April 19, 2010 and ending at October 15, 2010.

Please note: *In order to be eligible to apply, you must be currently unemployed and receiving Employment Insurance (EI) benefits.*

RESPONSIBILITIES

- Liaising with artists prior to, during and post festival
- Maintaining the artist database (FileMaker)
- Managing artist communication including email, phone calls, newsletters
- Creating a timeline for the department
- Coordinating of billeting program for artists
- Creating, coordinating, and distribution of artist information packages
- Creating and coordinating the artist information centre, artist green room including set up and strike
- Training and management of volunteers
- Coordinating artist payouts
- Liaising with Media, Events, Signage, Box Office and Production Department
- Support Events Coordinator with selection of artists for the Opening Night
- Assist in executing of the logistical production of the Festival
- Administrative and office duties as per required
- Preparation and delivery of a final report

QUALIFICATIONS

- Ability to work independently and as part of a team
- Good organizational and multi-tasking skills; ability to meet deadlines
- The ability to work flexible hours and a capacity for working under pressure
- Computer skills to prepare schedules, create time-lines, keep information well organized and easily understandable.
- Superior people skills
- Excellent oral and written communication skills
- Experience in working with volunteers
- Passion for the arts and an awareness of the non-profit environment
- HTML and Database knowledge is an asset

SALARY: \$14.00/hr

HOW TO APPLY

- Email a cover letter and resume to administration@vancouverfringe.com
- If you are applying for more than one position, email your resume and cover letter separately for each position, stating the job title in the subject line.
- State if you meet the EI eligibility within your cover letter.

APPLICATION DEADLINE: March 27, 2010

<http://www.vancouverfringe.com>