

Events 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 Director of Development, the Events Coordinator is responsible for the coordination of the festival's auction-based fundraising event and the Opening Night. 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

- Coordination and execution of the festival's auction based fundraising event including a raffle, silent and live auction
- Solicitation of auction items
- Coordination and execution of the Opening Night
- Support of fundraising campaign during the Festival
- Coordination of the Awards Night
- Creation of timelines for all events
- Coordination of media and web presence for all events
- Liaising with the Volunteer, Box Office, Production, Artist Services and Communications Department
- Volunteer training and management
- Administrative and office duties as per required
- Preparation and delivery of a final report

QUALIFICATIONS

- Experience working in events planning and fundraising in some capacity
- Very comfortable dealing and negotiating with business owners and suppliers
- Ability to meet deadlines
- Experience in working with volunteers
- Computer skills to prepare schedules, create time-lines, keep information well organized and easily understandable.
- Ability to work independently and as part of a team
- Superior people skills
- Excellent oral and written communication skills
- Able to work flexible hours, has a 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