

Hospitality Manager 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 Hospitality Manager is responsible for the coordination of the Festival's bars and other Festival hospitality needs. The position is a seasonal position commencing on May 3, 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

- Bar operations planning (including licences, setup, décor, inventory needs, purchasing, deliveries, storage, volunteer needs and scheduling), budgeting, striking, and reconciliation
- Non-bar hospitality needs planning (including setup, décor, inventory needs, purchasing, deliveries, storage, and any volunteer needs), budgeting, striking, and reconciliation
- Training of assistant and volunteers
- Bar entertainment coordination
- Bar operations, hospitality needs, and related volunteer management during the Festival
- Administrative and office duties as per required
- Preparation and delivery of a final report

QUALIFICATIONS

- Serving It Right Certificate (mandatory)
- Significant bar and/or events management experience
- Excellent people and communication skills
- The ability to work independently with limited supervision and as part of a team
- The ability to work flexible hours and a capacity for working under pressure
- Good organizational and multi-tasking skills
- Comfortable with trouble shooting
- Excellent computer skills
- An interest in the theatre and an awareness of the non-profit environment

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: April 16, 2010

<http://www.vancouverfringe.com>