



Vancouver Fringe Festival
Box 203-1398 Cartwright St.
Vancouver, BC, V6H 3R8
vancouverfringe.com

Communications Coordinator: Canada Summer Jobs

The Vancouver Fringe Festival, produced by the Vancouver Fringe Theatre Society, is BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe features unjuried, uncensored theatre of all kinds, for all audiences, September 7-17, 2017 at venues on and around Granville Island and across the city.

Reporting to the Communications Director, the Communications Coordinator is responsible for creating and implementing online marketing material including the e-newsletter, social media, and additional marketing projects. This is a seasonal position, with full-time hours June 19, 2017 through Aug. 25, 2017, as well as work through September which can be arranged with flexibility regarding class schedules.

ELIGIBILITY

This position is contingent upon receipt of funding through the Canada Summer Jobs program. **The successful candidate must meet the criteria of the program as listed below:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation & regulations.

RESPONSIBILITIES

- Liaising with all Fringe departments to develop newsletter content
- Writing and editing newsletter content while adhering to Fringe style guide
- Coordinating social media presence and content
- Overseeing the execution and evaluation of audience surveys
- Other duties as required, including preparing and delivering a final report

QUALIFICATIONS

- Experience in communications, marketing, or related field
- Strong writing and editorial skills
- Excellent organizational skills and/or project management experience
- Familiarity and comfort with various social media platforms including but not limited to WordPress, Facebook, Twitter, Hootsuite, Instagram, YouTube, and Mad Mimi
- Excellent communication skills
- Ability to multi-task, meet tight deadlines, and work flexible hours (especially during the Festival)
- Interest and experience in working in the arts sector and non-for-profit is highly valued
- Meet the eligibility requirements stated above

SALARY: \$12 per hour

HOW TO APPLY: Email your **resume**, **cover letter** and **writing samples** to Debby Reis at debby@vancouverfringe.com with the job title in the subject line of your email. Include that you understand and meet the grant eligibility requirements in your cover letter. Please include two samples of your writing (reviews, blog posts, etc.), published or unpublished, 150-200 words each.

APPLICATION DEADLINE: Apply now; the posting will be open until filled.

The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Fringe is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes.