



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

Distribution Coordinator

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 Distribution Coordinator is responsible for the coordination, delivery, and maintenance of all Program Guide distribution points, including inventory, volunteer coordination, and post-Festival strike.

This is a contract position, beginning on July 10, 2017 and finishing on September 30, 2017 (or when all guides and racks have been returned to the Fringe). The majority of this position is self-led, with most distribution occurring July 27-August 3 and pick ups occurring September 18-30.

RESPONSIBILITIES

- Liaising with the Marketing Department on the coordination of Festival Program Guide distribution and effective display
- Creating a distribution plan for drop off, replenishing, and pick up
- Contacting community centres, libraries, Blenz Coffee Shops, etc. for permission to distribute guide
- Managing a team of distribution volunteers
- Dropping off, replenishing and picking up program guides and racks
- Tracking program guide pick up rates at each location
- Updating the locations list and keeping a log of use of time
- Liaising with Dispatch Department during the Festival to ensure program guides are replenished
- Following up with contacts at distribution points in case of any issues
- Collection of racks and remaining program guides post-Festival and recording number of left over guides; recycling remaining guides
- Preparing and delivering a final report

QUALIFICATIONS

- Proficiency in Microsoft Office Suite, particularly Excel, on a PC platform
- Excellent communication skills
- Hold a valid Drivers License
- Ability to lift 30+ pounds
- Ability to multi-task and meet tight deadlines and work flexible hours
- Interest and experience in working in the arts sector is highly valued
- Awareness of the not-for-profit environment an asset
- Access to a vehicle and/or a car share membership an asset

RENUMERATION: \$1600, plus applicable taxes, for the provision of the Services, divided into two equal instalments payable on August 15 and September 30, 2017, regardless of the number of hours that it takes the Contractor to perform the Services in any month. The Contractor will provide an invoice for the Services, plus applicable taxes. Upon request by the Society, the invoice shall be accompanied by a report of the activities.

HOW TO APPLY: Email a cover letter and resume to administration@vancouverfringe.com stating the job title in the subject line. Priority may be given to candidates applying for both this posting and the [Raffle Coordinator](#) posting.

APPLICATION DEADLINE: June 5, 2017

Please note that suitable applicants may be contacted before the application deadline. Only applicants selected for an interview will be contacted.