



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

Role Profile Executive Director

Salary Range: \$60,000-\$70,000
Work Location: Vancouver, British Columbia, Canada

Reporting directly to the Vancouver Fringe Theatre Society Board of Directors, the **Executive Director** is responsible for overseeing the administration, programs and strategic plan of the Fringe Festival, Theatre Wire, and other strategic projects. Other key **duties** include artist engagement, fundraising, marketing, and community outreach.

RESPONSIBILITIES

Leadership

- Working closely with the Board of Directors, shape and maintain a vision and strategic plan that guides the Vancouver Fringe Theatre Society. You will act as a professional advisor and guide to the Board of Directors on all aspects of the organization's activities.
- Identify, assess, and communicate to the Board of Directors any internal and external issues that affect the organization
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Act as a champion and spokesperson for the organization
- Take a leadership role in positively shaping the Vancouver theatre community through involvement in associations, mentorship, sector advocacy and collaboration.
- Build relationships with diverse communities by listening to other leaders and to artists and communities who are traditionally underrepresented.
- Leading and inspiring others using a deeply informed, well-articulated vision of the future.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the day-to-day operation of the organization ensuring that they align with the mandate and mission of the Fringe and provide support to the Board for monthly meetings.
- Oversee the planning, implementation and evaluation of the organization's programs and services as well as special events

Human resources planning and management

- Identify and engage appropriate staffing for organizational management and program delivery success
- Oversee the implementation of the human resources policies, procedures, and practices
- Establish a positive, healthy, and safe work environment which encourages diversity and people engagement
- Maintain a performance management process for all staff which includes monitoring, coaching, and mentoring staff on an on-going basis and conducting an annual performance review

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budgets(annual and multi-year)
- Support and mentor appropriate staff to research funding sources, oversee the development of fund raising plans and write funding proposals to ensure that the organization reaches financial targets and goals
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board



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- Ensure that sound bookkeeping and accounting procedures are followed
- Manage the funds of the organization according to the approved budget
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

Community relations/advocacy

- Communicate with stakeholders to keep them informed and engaged of the work of the Fringe
- Establish and maintain positive working relationships and collaborative arrangements with community groups, artists, funders, politicians, and other organizations to help achieve the goals of the Fringe

Risk management

- Identify and evaluate the risks to the organization's people (artists, staff, audiences, volunteers), property, finances, goodwill, and image and implement measures to control risks, with the support of the Board

QUALIFICATIONS

- Three – five years senior non-profit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, human resource management, program development and task facilitation
- Authentic leadership with demonstrated ability to oversee and collaborate with staff
- Exceptional relationship building and team-building skills
- Ability to interface with and engage diverse artist, volunteer, and supporter groups
- Strong written and oral communication skills, including excellent public speaking ability
- Ability to convey a vision of the Fringe Festival's strategic future to staff, board, volunteers, donors, and government representatives
- Ability to work flexible hours
- Capacity to work calmly under pressure
- Experience in theatre production, marketing, sponsorship, fundraising, event planning, box office systems, diversity are all desirable
- Understanding of government relations
- Knowledge of fundraising strategies and donor relations unique to non-profit and arts sectors
- Degree in theatre or equivalent experience

Interested people are encouraged to submit a cover letter plus your resume in confidence by August 9, 2017 to:

edrecruitment@vancouverfringe.com

Attention: Recruitment Committee

The Vancouver Fringe Festival Society does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.