



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

Junior Designer – Volunteer Position

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 and for all audiences. With over 700 performances by nearly 100 artists, the Fringe runs September 7-17, 2017 at Mainstage Venues on and around Granville Island and at Bring Your Own Venues across the city.

Reporting to the Communications Director, the Junior Designer is responsible for the design and production of marketing collateral, editing photos and video, creating slideshows, and assisting with other marketing initiatives. This volunteer position provides an excellent opportunity for individuals who are interested in developing skills in graphic design, marketing and promotion, arts administration, and event planning.

RESPONSIBILITIES

- Design and coordination of Festival marketing materials including posters, print and web advertisements, special event programs, etc in coordination with the Lead Designer
- Editing and organizing photo and video footage of the Festival and posting suitable content online
- Writing newsletter content while adhering to Fringe style guide
- Posting content on Fringe website using HTML in a WordPress format
- Working with Communications Coordinator to maintain social media presence of the Festival
- Photographing Fringe events
- Other duties as required
- Preparing and delivering a final report

SKILL DEVELOPMENT AND BENEFITS

- Design and Communications experience in a large arts and non-profit organization
- Development of leadership, teamwork, and communication skills
- Potential for development and training in other festival areas of interest for the candidate
- Mentoring and support from the Communications Director
- Working in a creative and fun team environment
- An all access pass for the 2017 Fringe Festival
- A pass for the 2018 Fringe Festival

QUALIFICATIONS

- Proficiency in graphic design programs, particularly Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat), and Microsoft Office Suite on a PC platform and/or a Mac platform
- Experience in graphic design of communications or marketing materials
- Experience with iMovie and GarageBand on a Mac platform or comparable programs
- Working knowledge of HTML in a WordPress platform
- Ability to multi-task and meet tight deadlines and work flexible hours
- Photography skills an asset

TIME COMMITMENT: Part-time hours with flexibility from June 26 to September 22 (8 hours in the office per week and time to finish projects at home) with increased hours during the Festival period (Sept. 6-17). Evening and weekend availability is required during the Festival (Sept. 6-17).

HOW TO APPLY: Email your resume and cover letter to communications@vancouverfringe.com with the job title in the subject line of your email. If applicable include links to samples of your design and/or video work.

APPLICATION DEADLINE: June 19, 2017 – We will continue to accept applications until we find a suitable applicant.
www.vancouverfringe.com