



Vancouver Fringe Festival  
Box 203-1398 Cartwright St.  
Vancouver, BC, V6H 3R8  
[vancouverfringe.com](http://vancouverfringe.com)

## Request for Proposals - Diversity and Inclusivity Specialist

**Background:** The Vancouver Fringe Festival was founded in 1985 with a mandate of “Theatre for Everyone”. The use of a first-come first served artist selection process was intended to favour artists who may not have the opportunity to participate in the theatre practice of the establishment. Over 30 years later, we are aware that we may be in danger of cultivating a “Fringe establishment”. Although we have maintained a non-curated, non-adjudicated, selection process, we are aware that our modes of communication, production and presentation have resulted in a festival where the majority of artists are white and come from euro-centric theatre traditions. Although we have participation from artists of colour, women, disability and LTBTQ2+ artists, we seek to understand our diversity more deeply. In doing so we aim to develop strategies to affect long term systemic change within our organization and in turn the wider theatre community.

**Primary Responsibility:** The Diversity and Inclusivity Specialist’s role is to conduct a diversity audit to determine current levels of diversity in artists, barriers to participation for under-represented communities at the Vancouver Fringe festival and to use these findings to develop an inclusivity strategy with board and staff. The specialist would also implement the initial phase of outreach, building upon the connection with community connections developed in the consultation process.

The audit, when complete will identify:

- current levels of “inclusivity literacy” of staff and board members;
- current levels of artist and volunteer participation from underrepresented communities;
- barriers to festival participation for underrepresented communities.

The inclusivity strategy when complete may include:

- education sessions to deepen board and staff’s understanding of systemic exclusion
- a model for outreach to increase levels of participation from underrepresented people
- an outreach plan to build connections to underrepresented communities
- a flexible production model to accommodate modes of presentation that differ from current Festival production model
- a mentorship model to support underrepresented artists through the Festival process
- a funding plan to finance outreach mentorship and additional production costs

### Timeline:

March 1, 2017 – RFP open.

March 22, 2017 – Final RFP submissions due.

March 29, 2017 – Shortlisted candidates to present proposals.

April – June 2017 – Audit and strategy development. The timeline of work will be flexible and developed in consultation with the consultant.

August – November 2017 – Outreach implementation.

**Experience Desired:**

- 5 years experience in Diversity and Inclusion work
- 5 years experience in Arts and Culture sector
- Proven ability to work in small non-profit environment
- Proven ability to collect and interpret data
- Proven ability to work collaboratively

**Submission Process:**

Submissions should include a letter of introduction, an outline of proposed work, a C.V., a recent letter of reference, and should be no longer than 6 pages and in one PDF document with your name in the file name. Email to [david@vancouverfringe.com](mailto:david@vancouverfringe.com)

Shortlisted candidates will be invited to make a 30 minute presentation in March.

**Contract fee:** \$20,000