



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

Raffle 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 Sponsorship and Development Manager, the Raffle Coordinator is responsible for the coordination of the 2017 Vancouver Fringe Festival Raffle. This is a contract position, beginning on July 17, 2017 and finishing on October 6, 2017. The majority of this position is self-led.

RESPONSIBILITIES

- Planning the timeline and volunteer needs for the Raffle;
- Obtaining necessary materials to provide the Services, including Raffle tickets;
- Liaising with a variety of stakeholders, including the Development, Marketing/Publicity, Box Office, Production, and Volunteer departments, and relevant sponsors; and
- Training and supervising Raffle volunteers;
- Assisting with engagement and ensuring deliverables are achieved related to Raffle sponsors;
- Other duties as required, including general Festival assistance and completing a final report.

QUALIFICATIONS

- Experience in sales and marketing
- Cash handling and numeracy skills
- Proficiency in Microsoft Excel
- Excellent communication and organization skills
- Outgoing and charismatic personality an asset
- Ability to multi-task, meet tight deadlines, and work flexible hours
- Awareness of the arts sector and not-for-profit environments is highly valued

RENUMERATION: \$2500 plus applicable taxes, for the provision of the Services, divided into equal instalments payable on or about the last business day of each month, regardless of the number of hours that it takes the Contractor to perform the Services in any month.

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 [Distribution Coordinator](#) posting.

APPLICATION DEADLINE: June 12, 2017

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