



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

## Communications & Outreach 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 6-16, 2018 at venues on and around Granville Island and across the city.

Reporting to the Communications Director, the Communications & Outreach Coordinator is responsible for coordinating outreach and community building with diverse communities, helping to facilitate theatre groups and companies who have been selected to participate in the Festival, and creating and implementing online marketing material including the newsletter, social media. This is a full time, year-round salaried position (5 days/week April-Sept. & 4 days Oct.-March).

**ELIGIBILITY: This position is funded through the Get Youth Working program. Applicants must meet the following eligibility criteria:**

- 15 to 29 years of age
- Unemployed or underemployed (less than 20 hours a week)
- Not a full-time student, enrolled in high school, or returning to school
- Not a participant in another Canada-British Columbia Job Fund program
- Resident of BC (living in BC as a Canadian, a permanent resident, or a protected person) & legally entitled to work in Canada
- Not currently receiving or eligible for EI and have not received EI in the past 36 months or 60 months for a parental claim

### RESPONSIBILITIES

- Writing and editing newsletter content while adhering to Fringe style guide
- Liaising with all Fringe departments to develop newsletter content
- Coordinating social media presence and content
- Outreach and community building with diverse, underrepresented, and marginalized communities
- Work with Inclusion and Equity Mentor to identify needs of theatre companies participating in the Festival
- Administrative duties such as booking venues and scheduling meetings and workshops
- Work with the marketing team to research and implement marketing campaigns to reach diverse communities
- Overseeing the execution and evaluation of audience and artist surveys
- Other duties as required, including preparing and completing reports annually

### QUALIFICATIONS

- Experience in communications, marketing, or related field
- Excellent organizational skills and/or project management experience
- Familiarity and comfort with various social media platforms including but not limited to WordPress, Facebook, Twitter, Hootsuite, Instagram, YouTube, and Mad Mimi
- Excellent communication skills, written and in person
- Ability to multi-task, meet tight deadlines, and work flexible hours (especially during the Festival)
- Interest and experience in working in the arts and not-for-profit sectors is highly valued
- Demonstrated interest in diversity, equity, and inclusion

**SALARY:** \$25,000 annually plus competitive benefits package, including 2 weeks paid vacation and a four-day work week from October-March.

**HOW TO APPLY & DEADLINE:** Email your **resume**, **cover letter**, and **writing samples** to Debby Reis at [debby@vancouverfringe.com](mailto:debby@vancouverfringe.com) with the job title in the subject line of your email. **Apply now; the posting will be open until filled.** The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Fringe is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes.