



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

Equity, Diversity & Inclusion Manager

The Vancouver Fringe Theatre Society produces the Vancouver Fringe Festival, BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe Festival features unjuried, uncensored theatre of all kinds for all audiences. The 2018 Festival takes place September 6-16 at venues on and around Granville Island and across the city. The Vancouver Fringe Theatre Society also operates Theatre Wire which offers year-round tickets, packages, and insider info about independent theatre in Vancouver.

Reporting to the Executive Director and with the assistance of the Communications & Outreach Coordinator, the Equity, Diversity & Inclusion (EDI) Manager is responsible for leading the development and implementation of an Equity, Diversity and Inclusion plan in conjunction with the organization's newly formed EDI Committee. This work will include outreach and community building with diverse communities and this individual will help identify ways to support diverse artists by; sourcing appropriate mentors and facilitating one-on-one meetings, skills development, and workshops. They will also collect, analyze, and share feedback to improve the project year over year. It is anticipated that the hours required in the first year will be equivalent to that of a full-time position and that hours required for the additional two years would be a part-time commitment. Specific hours will depend on project timelines.

RESPONSIBILITIES

- With input from a recently conducted diversity audit and the EDI Committee (comprised of board and staff members), lead the creation and implementation of a plan for the organization to become more equitable, diverse and inclusive
- Outreach and community building with diverse, underrepresented, and marginalized communities
- Work with key people in these communities to increase applications from diverse artists to the Fringe Festival
- Continue explorations into implementing a diversity lottery for Festival participation within the existing lottery system
- Identify the needs of underrepresented theatre companies participating in the Festival including venue, tech needs, marketing, and communication with staff and volunteers
- Source appropriate mentors and facilitate one-on-one meetings, skills development, and workshops
- Provide mentorship and resources to artists
- Collect, analyze, and share feedback and data relevant to the project
- Supervise the outreach work carried out by the Communications & Outreach Coordinator
- Other duties as required, including preparing and delivering annual reports

QUALIFICATIONS

- Demonstrated experience in Equity, Diversity, and Inclusion work
- Excellent organizational skills and/or project management experience
- Excellent communication skills, written and in person
- Ability to multi-task, meet tight deadlines, and work flexible hours (especially during the Festival)
- Experience conducting outreach, particularly in regards to diverse communities
- Experience in managing staff or volunteers
- Experience in and knowledge of arts-based lived experience preferred
- Interest and experience in working in the arts sector and not-for-profit is highly valued

COMPENSATION: \$36,000 for year one. Year two and three compensation levels to be determined.

HOW TO APPLY: Email your **resume and cover letter** to Samantha Kannegieter at administration@vancouverfringe.com with the job title in the subject line of your email.

APPLICATION DEADLINE: 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.