



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

Volunteer Team Leader Volunteer Position

Position description:

The Vancouver Fringe Festival, produced by the 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 600 performances by 90 artists, the Fringe runs September 6-16, 2018 on Granville Island and across the city.

Reporting to the Audience Services Manager, Volunteer Team Leaders assist in recruitment, scheduling, training, and supervision of over 500 Festival volunteers – an amazing group of Fringe lovers of all ages, cultures, and occupations. This volunteer position provides an excellent opportunity for individuals who are interested in learning skills in Volunteer Management, Human Resources, Arts Administration, and Event Planning.

Deliverables/Duties:

- Scheduling and communicating with a designated team of up to 150 volunteers
- Assisting in the organization and execution of volunteer training
- Maintaining volunteer records and schedules in volunteer database (Better Impact)
- Assisting in the organization and physical setup and strike of the Volunteer Centre
- Maintaining a presence in the Volunteer Centre during the Festival
- Assisting in the planning and execution of the Volunteer Appreciation Party
- Other duties as required, including general Festival assistance and writing a final report

Qualifications:

- Excellent interpersonal and communication skills
- Strong written and spoken English
- Strong leadership and organizational skills
- Experience with events and working with volunteers is an asset
- An interest in the arts and an awareness of the not-for-profit environment

Skill Development & Benefits:

- Volunteer management and event planning experience
- Experience in the not-for-profit, arts administration, and special events sectors
- Development of leadership, teamwork, and communication skills
- Mentoring and support from the Volunteer Department staff and Fringe management
- An all access pass for the 2018 Fringe Festival
- A pass for the 2019 Fringe Festival

Time Commitment: Minimum **25 hours per week required** with some flexibility. July 9 – September 21, 2018. Festival-time hours are flexible, but evening and weekend availability is required.

To Apply: Email your resume and cover letter by Friday, June 29 to Angie Descalzi at angie@vancouverfringe.com with "Volunteer Team Leader" in the subject line of your email.

Only those selected for an interview will be contacted, but we thank all applicants in advanced for your interest in the Vancouver Fringe Festival! The Vancouver Fringe Festival promotes equality in employment and volunteerism. We are committed to an inclusive, barrier-free recruitment and selection processes.