



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

## Managing Director

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, subscriptions, and insider info about independent theatre happenings in Vancouver.

The ideal candidate has administrative and management experience and proven leadership skills. This individual is familiar with the not-for-profit environment and is attracted to working with a fun and dedicated team of colleagues.

### Responsibilities

Reporting to the Executive Director, this individual is responsible for the implementation, day-to-day management, and the smooth operations of the Fringe Festival as well as Theatre Wire. Responsibilities include but are not limited to:

- HR management
- Contracting and training seasonal staff
- Box office and database systems
- Managing everyday office operations
- Event planning
- IT systems
- Contracting venues/external offices
- Operations for the Festival including overseeing Box Office, Dispatch, and all Festival sites
- Oversees the seasonal Artist Services Department and acts as artist contact when seasonal staff are not in place
- Troubleshooting during the Festival for all departments
- Year-round operations for Theatre Wire including other festival client ticketing services

### Qualifications

- Proven management experience in a not-for-profit cultural arts organization
- Proven leadership ability
- Superb written and verbal communication skills, interpersonal skills, and organizational skills
- Knowledge of human resources
- Box office and database experience
- Demonstrated ability to juggle multiple priorities and meet deadlines
- Tech savviness with excellent computer skills and a strong aptitude for technical troubleshooting
- A passion for and commitment to the principles of a Fringe Theatre Festival
- A passion for learning and working with a team

### Compensation

\$38,000 - \$42,000 annually plus competitive benefits package, including 3 weeks paid vacation and a four-day work week from October-March.

### How to apply

Please email a cover letter and resume to Laura Efron at [executivedirector@vancouverfringe.com](mailto:executivedirector@vancouverfringe.com) with the job title in the subject line of your email. 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.

### Application Deadline

February 12, 2018