



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

Job Opportunity

Executive Director – Vancouver Fringe Festival

The Vancouver Fringe Festival, consistently voted Vancouver's Best Arts Festival by *Georgia Straight* readers, is searching for a visionary Executive Director. Every year, the Vancouver Fringe celebrates theatre over an 11-day festival in September hosting over 700+ performances by both local and international artists, and connecting over 40,000 audience members with unforgettable theatre experiences. The Fringe's core business extends beyond the Festival to support emerging and experienced artists year round through programming.

The Role

The Vancouver Fringe Society is seeking its next Executive Director to lead our organization, artists, audiences, and volunteers in building on our society's mission of cultivating artists and audiences, advancing equity, diversity, and inclusion, and creating an open and vibrant independent theatre community.

Our next Executive Director is a passionate leader committed to developing emerging artists in Vancouver, BC. You build strong relationships with the local theatre community and other partners, and inspire them to share our vision of "Theatre for Everyone." That passion is evidenced in collaborative leadership, anti-colonialist practices, and a demonstrated ability to oversee and mentor core staff, seasonal and contract staff, and several hundred volunteers.

You are an inspiring leader with a strong and well-articulated vision of guiding systemic change. You are a strategic thinker with exceptional organizational abilities including planning, delegating, managing human resources, and steady financial management. You thrive in a busy, fast-paced festival atmosphere.

This is an outstanding opportunity to be a leader in Vancouver's innovative independent theatre scene and assist in further actualizing our vision of "Theatre for Everyone." Come with us to the Fringe...

RESPONSIBILITIES

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the Fringe Festival, Theatre Wire, and any other strategic projects of the Vancouver Fringe Theatre Society. Other key duties include artist engagement, fundraising, marketing, community outreach, and Equity, Diversity, and Inclusion work. The position reports directly to the Board of Directors.

Leadership and engagement

- Act as a champion and spokesperson for the organization, ensuring effective communications with stakeholders to keep them informed on, and engaged in the work of the Fringe.
- Establish and maintain positive working relationships and collaborative arrangements with community groups, artists, funders, politicians, and other organizations to help achieve the goals of the Fringe.
- Take a leadership role in positively shaping the Vancouver theatre community through involvement in associations, mentorship, sector advocacy, and collaboration.
- Participate with the Board of Directors in developing and maintaining a vision and strategic plan to guide the Vancouver Fringe Theatre Society.
- Identify, assess, and communicate to the Board of Directors internal and external issues that affect the organization.
- Act as a professional advisor and guide to the Board on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Oversee the day-to-day operations of the organization ensuring that they align with the mandate and mission of the Fringe.
- Provide support to the Board for monthly meetings.
- Oversee the planning, implementation, and evaluation of the organization's programs, projects, and services.



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

Human resources planning and management

- Identify and engage appropriate staffing for organizational management and program delivery success.
- Oversee and implement human resources policies, procedures, and practices.
- Establish a positive, healthy, and safe work environment which encourages diversity and engagement.
- Maintain a performance management process for all staff which includes monitoring, coaching, and mentoring staff on an on-going basis and conducting annual performance reviews.

Financial planning and management

- Assess and implement a financial growth plan to ensure fiscal health and sustainability of the organization.
- Work with staff and the Board to prepare comprehensive annual and multi-year budgets.
- Support and mentor appropriate staff to research funding sources, oversee the development of fundraising plans, and write funding proposals to ensure that the organization reaches financial targets.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Manage the funds of the organization according to the approved budget.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.

Equity, Diversity, and Inclusion (EDI) management

- With input from the organization's Diversity Audit, Director of Equity, Diversity, and Inclusion, EDI Committee, and other stakeholders, implement appropriate EDI recommendations.
- Oversee the engagement of appropriate staffing and funding for program delivery success.
- Identify and offer needed training and support for the team to successfully incorporate EDI work.
- Manage issues of a sensitive or contentious nature.

Risk management

- Identify and evaluate the risks to the organization's people (artists, staff, audiences, volunteers), property, finances, goodwill, and image and implement measures to control risks, with the support of the Board.

Festival management

- Oversee planning and delivery of annual Festival-time staff and volunteer team expansion, including recruiting, hiring, onboarding, training, and supervising.
- Ensure the timely delivery of annual pre-Festival events and operations, including Annual General Meeting, staff training, and Program Guide launch.
- Supervise high-level Festival operations, including Box Office, Volunteer Centre, Venues.
- Foster a collaborative, solutions-oriented Festival team.

QUALIFICATIONS

- Three to five years' non-profit management experience (or equivalent).
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong organizational abilities including planning, delegating, human resource management, program development, and task facilitation.
- Authentic leadership with demonstrated ability to oversee and collaborate with staff.
- Exceptional relationship-building and team-building skills.
- Ability to interface with and engage diverse artist, volunteer, and stakeholder groups.
- Strong written and oral communication skills, including excellent public speaking ability.
- Ability to convey a vision of the Fringe Festival's strategic future to staff, Board, volunteers, donors, and government representatives.
- Ability to work flexible hours.



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

- Ability to manage conflict.
- Proven ability to develop robust strategic financial plans.
- Experience in non-profit organizations, theatre production, marketing, sponsorship, fundraising, event planning, box office systems, and equity, diversity, and inclusion are all desirable.
- Understanding of government relations.
- Knowledge of fundraising strategies and donor relations issues unique to the non-profit sector and the arts.
- Degree in theatre or equivalent experience is preferred.
- Experience working in a festival environment is preferred.

SALARY: \$62,000 - \$72,000 (commensurate with experience)

HOW TO APPLY: Please email your application package, including a cover letter and resume, to: edrecruitment@vancouverfringe.com.

APPLICATION DEADLINE: December 13, 2019

The Vancouver Fringe Festival is committed to recruiting a diverse workforce that represents the community we so proudly serve. We encourage applicants from diverse backgrounds, including Black, Indigenous, and People of Colour applicants, all genders, nationalities, and persons with disabilities.