



JOB DESCRIPTION

Post: Volunteer Team Leader (x3)

Reporting to: Volunteer Manager

Working with: Volunteer Coordinator (x2)

Background

Vancouver Fringe has produced and welcomed audiences to the Vancouver Fringe Festival for over 35 years. Pursuing the vision of 'Theatre for Everyone', each annual Fringe Festival features un-juried, un-curated theatre of all kinds for all audiences.

As British Columbia's largest theatre festival, supported by a portfolio of federal and provincial funding bodies, Vancouver Fringe Theatre Society has 5 broad aims:

- To be a leader in equity, diversity and inclusion within the sector
- To provide a barriers free performance experience for artists and audiences alike
- To be an incubator for new and emerging performance creators
- To support artistic innovation, excellence and sustainability
- To create opportunities for human connection, empathy and compassion through art

The Role

Reporting to the Volunteer Manager and working alongside two Volunteer Coordinators, Volunteer Team Leaders play a crucial role in the running of our bustling Volunteer Department. Volunteer Team Leaders assist in the recruitment, scheduling, training, and supervision of over 300 Festival volunteers – a dedicated and enthusiastic cohort of Fringe lovers from 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.

Purpose

- To facilitate the smooth operation of the Volunteer Department, providing guidance and support as required to ensure a lively and enjoyable experience for the wider cohort during the Festival period (Sep 7 – 17, 2023).
- To take the lead on direct communication with an anticipated 300+ volunteers, divided equally between each Volunteer Team Leader, and act as a liaison between all Festival volunteers and core Fringe staff.
- To act as an advisor and troubleshooter to any volunteer inquiries, as well as support the delivery of Volunteer Training Sessions and the Volunteer Appreciate Party at the conclusion of the Festival.

Executive Director:
Duncan Watts-Grant

Chair of the Board:
Leslie Carty

Vancouver Fringe
Box 203 – 1398 Cartwright St.
Vancouver, BC V6H 3R8
Phone: (+1) 604-257-0350

Charitable Tax No.
#11891 9547 RR0001

@VancouverFringe
vancouverfringe.com



Responsibilities

- Schedule and communicate with a designated team of up to 150 volunteers.
- Assist in the organization and execution of Volunteer Training Sessions.
- Maintain volunteer schedules and record hours utilizing the Better Impact management system.
- Organize and assist in the physical setup and take down of the Volunteer Centre, located on Granville Island.
- Maintain a physical presence in the Volunteer Centre during the Festival, filling in for vacant volunteer shifts as and when required.
- Plan and facilitate the Volunteer Appreciation Party (Sep 19, 2023).

Person Specification

	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> - Excellent interpersonal and communication skills - Strong written and spoken English ability - Strong leadership and organizational skills - A self-starter and team player, who is solution-oriented and can juggle multiple responsibilities in a fast-paced setting - Competent in office admin, including use of Microsoft Word, Excel, and Outlook 	<ul style="list-style-type: none"> - Familiarity with Better Impact is an asset - Ability to work flexible hours outside of the core requirements for the role

Terms & Conditions

Honorarium: Volunteer Team Leaders will receive an honorarium of \$500 for their time and commitment.

Benefits: Volunteer Team Leaders will receive a Festival Super Pass, offering the bearer 2x tickets per performance.

Hours: Min 10-hours p/w from Jul 3 – Aug 25, increasing to a min of 20-hours p/w from Aug 28 – Sep 17. Due to the nature of this role, there will be a requirement to work evenings and weekends across the Festival (Sep 7 – 17, 2023).

Equality, Diversity & Inclusion: We are seeking candidates who share our commitment to diversity and can bring a range of perspectives, experiences, and backgrounds to our organization. We welcome applications from individuals of all races, ethnicities, nationalities, genders, sexual orientations, ages, abilities, and religions, especially from those who have historically been underrepresented in our industry.

To apply, please email your resume and a brief cover letter to
Larissa Lau, Volunteer Manager, via: volunteer@vancouverfringe.com

Positions will remain open until filled. Only those who are selected for an interview will be contacted.

Executive Director:
Duncan Watts-Grant

Chair of the Board:
Leslie Carty

Vancouver Fringe
Box 203 – 1398 Cartwright St.
Vancouver, BC V6H 3R8
Phone: (+1) 604-257-0350

Charitable Tax No.
#11891 9547 RR0001
@VancouverFringe
vancouverfringe.com