



JOB DESCRIPTION

Post: Artist Services & Community Engagement Coordinator (part-time, permanent)
Reporting to: Operations Manager
Working with: Marketing & Communications Manager

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 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

The Artist Services & Community Engagement Coordinator will be responsible for looking after artists and building strong relationships within the Arts and Culture sector in Vancouver. They will coordinate communication with artists, enhance the artist experience, manage logistics, and build community.

The role also involves building relationships with performing artists and arts organizations on behalf of Vancouver Fringe. The ideal candidate will have a passion for the arts, have strong communication and collaboration skills, be curious and excited to learn.

Key Responsibilities

- Coordinate communication with artists, including managing email, phone, and newsletters, and maintaining the artist database.
- Assist with artist promotion, working with the Marketing Department to promote artists, create press releases, and share press coverage.
- Coordinate artist support including organizing the billeting program, managing the artist welcome package and Info Centre/Artist Green Room, and being available to answer artist questions.
- Coordinate artist workshops during the Festival and collaborate with the Festival team on artist-led events (such as the Festival Cabaret).

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

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vancouverfringe.com



- Manage logistics of artist check-in, complimentary ticket bookings, and artist payouts.
- Develop relationships with performing artists and arts organizations on behalf of Vancouver Fringe, including Community and Cultural partners.
- Other duties as required, including preparation and delivery of a final report.

Person Specification

- Energetic and interested in working with artists and supporting their needs.
- Have experience in arts and culture, hospitality, or community engagement.
- Excellent interpersonal and written and verbal communications skills.
- Strong problem-solver, excels in a high-pressure environment with last minute changes.
- Ability to work collaboratively as part of a team, and independently on project-based work.
- Committed to equity, diversity, and inclusion, ensuring accessibility at the festival.
- Curious and excited to learn, dedicated to helping artists and building community.

Terms & Conditions

Salary: \$45,000 per year (prorated per hours below)

Hours: 37.5 per week April-September, 22.5 hours per week October-March. Due to the nature of the role, there will sometimes be a requirement to work additional evenings, most specifically around the dates of the Festival (Sep 7 – 17, 2023).

Vacation/Leave: 3 weeks per year (prorated per hours above)

Benefits: Extended health benefits through Chamber of Commerce Group

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
Martin Alldred, Operations Manager, via: martin.alldred@vancouverfringe.com

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

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