



CANVASSING MANAGER - JOB DESCRIPTION

Reporting to:	Communications and Development Manager
Location:	Vancouver BC, Granville Island
Type:	Hourly Contract
Rate:	\$25/hour

Background

Fringe festivals serve as an inclusive space for all artists, whether emerging or established, providing a space for them to showcase their work. Mainstage performances are uncensored, meaning the artists are chosen through a lottery draw. Artists pay a proportionate fee to participate and receive subsidies that cover the remainder of costs. Artists also receive all the profits from ticket sales. This 'artist-first' approach fosters an environment of true creativity and experimentation.

The Vancouver Fringe Theatre Society was formed in 1983 by a group of local artists who had a common goal: to provide a platform for independent artists. The Society held its first Fringe festival in 1985. We now hold the annual Vancouver Fringe festival every September. Through our work we aim to foster a dynamic community of independent and emerging live performance through artistic development, arts advocacy, and the platform of an annual Festival.

The administrative office of the Fringe festival is located on the ancestral, traditional, and unceded territory of the Musqueam, Squamish, Tsleil-Waututh Nations, on a place known as Seḥákw.

For more information about the Vancouver Fringe Festival, please visit:

<https://www.vancouverfringe.com>

The Role

The Canvassing Manager will lead a team of volunteers in the on-the-ground administering of fundraising initiatives, primarily tap donation machines, during the Fringe Festival. Your responsibilities will include:

- Act as the team lead for canvassing volunteers during the 2026 Vancouver Fringe Festival
- Recruiting and managing a team of volunteers
- Scheduling volunteer locations in alignment with the Festival show schedule and high-volume areas

- Training volunteers on tap donation machines
- Working on the Festival site, fielding volunteer questions, and participating in the canvassing of Festival attendees
- Engaging with audience members, answering questions about the fundraising initiatives, and encouraging them to contribute to the Festival

Person Specification

- Excellent interpersonal skills
- Experience leading and coordinating a group
- Strong problem-solver, excels in a time-sensitive environment with last-minute changes
- Experience with fundraising is an asset
- Experience overseeing volunteers is an asset
- Embodiment of the Fringe spirit of finding joy in celebrating art of every kind

Terms & Conditions

Schedule:

Recruitment/Preparation Time (14 hours)

Festival Weeknights (18 hours): September 10-11, 15-18, 2026 5 PM – 8 PM

Festival Weekends (32 hours): September 12-13 and 19-20, 2026: 1 PM – 9PM

Day Off During the Festival: September 14, 2026

Equality, Diversity & Inclusion: We are seeking candidates who share our commitment to diversity and inclusion, 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.

How to apply

To apply please submit a resume and cover letter as a single PDF to employment@vancouverfringe.com with the subject line “2026 Canvassing Manager”.

Application Deadline: 11:59 PM PST, Thursday, June 4, 2026.

We thank all applicants in advance. Only those candidates selected for an interview will be contacted.