



The Ottawa Fringe Festival (OFF) is seeking a Festival Director to coordinate the annual Fringe Festival which takes place in downtown Ottawa each June.

About the OFF:

The Ottawa Fringe Festival's mandate is to afford all artists the opportunity to produce their art, regardless of experience, content, form or style; and to make the event as affordable and accessible as possible for the community. Our mission is to empower audiences and to encourage artists to take risks, pursue their visions, and develop their skills.

The OFF is one of the many "Fringes" all over Canada and around the world that have a unique production model. As members of the Canadian Association of Fringe Festivals, we firmly adhere to four guiding principles:

- Participants will be selected on a non-juried basis, through a first-come, first-served process, a lottery, or other method approved by the Association.
- The audience must have the option to pay a ticket price, 100% of which goes directly to the artists (government taxes notwithstanding.)
- Fringe Festival Directors have no control over the artistic content of each performance. The artistic freedom of the participants is unrestrained.
- Festivals must provide an easily accessible opportunity for all audiences and all artists to participate in Fringe Festivals.

To maintain a variety of presenters, the Fringe lottery is divided into three categories: 50% local (Ottawa-Gatineau) companies, 35% other Canadian companies, and 15% International companies. There is no limit on the number of companies who may enter the lottery, and there are no restrictions on content other than a Festival-imposed time limit (90 minutes). Each participating company receives 6 performances in one of our 4 indoor venues at Arts Court or the University of Ottawa.

Job Description:

Reporting to the Managing Director, the Festival Director will work closely with the Board of Directors and other senior staff to establish the overall vision of the Festival. The Ottawa Fringe Festival is seeking a dynamic, experienced and passionate individual who will work to uphold the principles of Fringe theatre while focusing on relationship development and year round activities. The candidate should possess a strong entrepreneurial talent that will allow him/her



to demonstrate expertise in event and financial planning and reporting, and general administration. The Festival Director will possess an understanding of the arts scene in Canada, interpersonal relations, negotiations and problem solving, and embody the following skills and experience:

- Proven ability to produce a festival, series or similar event, present creative programming for a wide variety of audiences and implement sound marketing and communication strategies which produce results
- Strong leadership abilities to organize, coach, develop and motivate staff and volunteers
- Tactful and diplomatic personality with an ability to build and maintain collaborative relationships with performers, partnering organizations, funders, government, and other relevant stakeholders

Qualifications:

The ideal candidate possesses:

- previous experience at the leadership level in a non-profit cultural organization
- familiarity and/or experience with the Fringe Festival model
- financial management skills, including setting and maintaining a festival budget
- demonstrated success in event production
- demonstrated ability to identify new opportunities for partnerships and programs
- organizational skills, including the ability to establish priorities and implement plans for successful execution
- superb communication and public presentation skills
- experience leading and managing a diverse team
- experience in grant writing and/or sponsorship development

This position is 30/hrs per week, year round, beginning September 1st, 2013. Salary commensurate with experience.

How to Apply:

Please submit a CV and letter outlining why you would be a good fit for the organization to the following e-mail address by no later than July 26th, 2013:

kevin@ottawafringe.com