



2014 Seasonal Job Postings

Box Office Coordinator

Reporting to the General Manager, the Box Office Coordinator's responsibilities include:

- preparing Festival box office materials and locations
- assisting with the set-up of the Festival box office system including advance ticket sales, pass sales, and venue box office sales
- providing customer service: selling tickets and passes, handling inquiries from patrons, artists and volunteers
- managing box office communications to ensure smooth workflow between the Festival office, the main box office, and all other Festival venues
- assisting with training and supervising of box office staff and volunteers

Contract Length: 12 weeks, beginning May 2014

Hours and rate of pay: 30-40 hours per week, \$15/hr

This position is funded in part through the Canada Summer Jobs initiative. In order to be eligible, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*³; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations



Box Office Staff (2 positions)

The Ottawa Fringe Festival is looking for responsible, reliable individuals with customer service experience to staff the main Festival box office. Reporting to the General Manager and working closely with the box office coordinator, the box office staff play a key role as the first point of contact for Festival patrons.

Tasks and Responsibilities include:

- providing front line service both in person, by telephone and via e-mail, ensuring that all patrons receive the information they need promptly and efficiently
- working shifts in the main Festival box office, ensuring that all processes for selling tickets and passes are completed accurately and efficiently
- Ensuring cash handling and financial procedures are followed at all times
- assisting patrons with general enquiries about facilities, activities and events, to be familiar with all information pertaining to box office policies and Festival activities
- assisting box office volunteers and Festival artists where necessary

The ideal candidate should have:

- a flexible schedule, as shifts can vary from week to week - night and weekend shifts are required
- excellent communication skills in person, on phone, over e-mail - ability to communicate in French is an asset
- customer service and cash handling experience

Contract length: approximately 60-80 hours scheduled over 3 weeks, beginning June 2014
Hours and rate of pay: \$15/hr, shifts will vary depending on need and availability



Box Office Admin (3-4 positions)

The Ottawa Fringe Festival is looking for individuals with strong administrative skills to work as support staff for the 2014 Festival box office.

Reporting to the General Manager, tasks and responsibilities include:

- reconciling box office information from all Festival venues
- preparing daily box office sales reports
- preparing daily materials and information for Festival venues
- data entry and management

The ideal candidate should have:

- strong computer skills (Excel)
- a flexible schedule, most shifts will be mornings
- experience with cash handling, reconciliations

Contract length: 20-30 hours scheduled over 10 days, beginning June 20, 2014

Hours and rate of pay: \$12/hr, shifts will vary depending on need and availability



Volunteer Coordinator

Reporting to the Front of House/Volunteer Manager, the Volunteer Coordinator's responsibilities include:

- preparing volunteer training documents
- scheduling and conducting volunteer orientation and training sessions
- organizing volunteers for Festival events
- preparing and maintaining volunteer headquarters
- assisting with creating and implementing the volunteer schedule for the Festival
- coordinating volunteer shifts, supervising and assisting where required
- creating, distributing, and compiling a volunteer feedback survey
- planning and conducting any volunteer recognition events or activities

Contract Length: 12 weeks, beginning May 2014

Hours and rate of pay: 30-40 hours per week, \$15/hr

This position is funded in part through the Canada Summer Jobs initiative. In order to be eligible, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*³; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations



Courtyard Coordinator

The Courtyard is the Festival's outdoor venue, complete with beer tent, stage, merch and concessions. It is the hub of the Festival for patrons and artists.

Reporting to the Festival Director, tasks and responsibilities include:

- coordinating Courtyard programming, including live music, performance, presentations and speeches
- working with Festival Technical Director to coordinate Courtyard logistics including layout, set-up and tear down, safety and security
- Courtyard event management, including coordinating with Festival artists and volunteers where necessary
- working with Festival Marketing Director to coordinate promotional material in the Courtyard including signage, Festival promo and artist promo materials
- maintaining supplies, and general tidiness of Courtyard area
- coordinating Courtyard sales, including tickets, pins, passes, and merchandise
- managing on-site fundraising and data collection efforts as necessary
- maintaining daily patron and artist Courtyard attendance records

Contract Length: 12 weeks, beginning April 28, 2014

Hours and rate of pay: 30-40 hours per week, \$15/hr

This position is funded in part through the Canada Summer Jobs initiative. In order to be eligible, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*²; and,
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Courtyard Staff (3 positions)

The Ottawa Fringe Festival is looking for mature, responsible individuals with Smart Serve certification and bartending experience to work as Courtyard staff during the 2014 Festival. Reporting to the Festival Director and working closely with the Courtyard Coordinator, tasks and responsibilities include:

- demonstrating genuine hospitality and delivering exceptional guest service in the Courtyard bar
- serving alcoholic beverages according to Ontario liquor laws
- working to ensure the cleanliness and safety of the Courtyard, including set-up and clean-up each day
- managing cash and preparing reconciliations
- overseeing Courtyard volunteers

Contract length: 40-60 hours, scheduled over 11 days, beginning June 18, 2014

Hours and rate of pay: \$15/hr, shifts will vary depending on need and availability - late night and weekend shifts are required

How to Apply:

If you are interested in applying to any of our seasonal positions, please send your current CV, along with a cover letter outlining your qualifications and why you think you would be a good fit for the 2014 Fringe Festival team, to gm@ottawafringe.com by 5pm on Monday, March 31st, 2014. Please indicate in the subject line the job title(s) you would like to be considered for.

We thank all applicants for their interest, however only those selected for an interview will be contacted.



Media/Communications Assistant (internship)

Reporting to the Communications & Marketing Manager, the position involves:

- Contributing to development of media angles to be pitched by Festival's publicist
- Drafting media material (e.g. press releases, media kit...)
- Tracking media mentions
- Drafting material for the Festival's blog
- Social media coordination
- Tracking and reporting social media metrics
- Tracking and reporting website analytics

Contract length: 12 weeks part-time, beginning April 28, 2014

Hours and rate of pay: 15–25 hours per week, honorarium provided.

Weekend availability required during Festival dates (June 19–29, 2014).

The ideal candidate should have:

- Strong communication skills
- Post-secondary education (current student or recent grad) in Communication, Journalism, Marketing, Literature, Fine Arts or a related field.
- Excellent organizational ability
- A thorough understanding of social media and its effective uses
- Familiarity with media practises
- Strong computer skills, including proficiency in MS Word and Excel
- Experience with Wordpress is an asset
- Familiarity with Google Analytics is an asset
- Familiarity with Google Adwords is an asset

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