



2015 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 and implementation 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
- training and supervision of box office staff and volunteers who sell tickets at Festival venues

The ideal candidate will possess the following skills and experience:

- customer service, strong communication skills
- cash handling and reconciliation
- attention to detail, time management skills
- a self-starter who is able to work effectively as part of a team
- familiarity with Excel, Dropbox, Google Drive
- previous box office experience and experience working with volunteers is an asset

Contract Length: 11 weeks, beginning May 2015

Hours and rate of pay: 30-40 hours per week, \$15/hr; availability during evenings and weekends is required

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



Volunteer Coordinator

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

- assisting with volunteer recruitment
- 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

The ideal candidate will possess the following skills and experience:

- previous experience working with volunteers
- project management experience, including creating and implementing schedules
- strong communication skills, the ability to thrive in a team/group setting
- familiarity with Excel, Dropbox, Google Drive, Shiftplanning is an asset

Contract Length: 11 weeks, beginning May 2015

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Production Coordinator

Reporting to the Festival Director, and working in tandem with the Technical Director, the Production Coordinator's responsibilities include:

- assisting with set-up and strike
- acting as production liaison between the artists and the Festival
- coordinating Festival programming such as preview night, closing night, etc.
- assisting with the set-up and maintenance of Festival spaces, such as the Fringe Club

The ideal candidate will possess the following skills and experience:

- attention to detail, time management
- creating and managing schedules, working effectively as part of a team
- basic knowledge of the Fringe Festival
- a valid driver's license and access to a vehicle
- production management experience is an asset

Contract Length: 11 weeks, beginning May 2015

Hours and rate of pay: 30-40 hours per week, \$15/hr; availability during evenings and weekends is required

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- 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;
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Fundraising and Outreach Coordinator

Reporting to the Marketing Manager, the Fundraising and Outreach Coordinator is responsible for:

- overseeing Festival outreach programming such as Mini-Fringers (drama camps for young children)
- overseeing Festival fundraising initiatives such as Tip the Fringe (donation campaign), Best of Fest, etc.
- implementing other outreach initiatives as necessary, such as patron surveys or other audience outreach events

The ideal candidate will possess the following skills and experience:

- strong communication skills
- project management and/or fundraising experience
- familiarity with survey design and evaluation
- experience working with volunteers is an asset
- bilingualism is an asset

Contract Length: 11 weeks, beginning May 2015

Hours and rate of pay: 30-40 hours per week, \$15/hr; availability during evenings and weekends is required

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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 2015 Fringe Festival team, to gm@ottawafringe.com by 5pm on Monday, April 6, 2015. 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.