Employment Position:
Festival Director, Hamilton Fringe

JOB DESCRIPTION:

The Festival Director leads the design, programming, and implementation of the summer Hamilton Fringe Festival—a vibrant 12-day summer performance festival. The Festival Director requires a passion for supporting indie artists and cultivating community involvement along with experience in project management roles in theatre or a related field. Reporting to the Executive Director, the Festival Director is an integral member of the artistic management team at the Hamilton Festival Theatre Company o/a Hamilton Fringe—working to foster the development of the theatre and the performing arts in Hamilton.

Artistic Vision & Leadership:

- Provide artistic direction for the Hamilton Fringe Festival in accordance with its mandate and the Hamilton Fringe strategic plan
- Conduct outreach and lead programming initiatives as part of the Hamilton Fringe Festival that reflect the festival's artistic vision
- Contribute to operating and project grants as related to the Hamilton Fringe Festival
- Reporting to the Executive Director, the Festival Director will prepare monthly reports and may also be invited to attend meetings for the Board of Directors

Project Management:

- Work with the Executive Director to prepare an annual project budget for the Hamilton Fringe Festival and see that the festival operates within budget guidelines
- Attain pre-negotiated targets for total attendance, paid attendance, outreach programs, and community involvement at the Hamilton Fringe Festival.
- Act as the Project Manager of the Hamilton Fringe Festival, ensuring that work plans and tasks are carried out effectively, efficiently, and on schedule.
- Create, maintain, and update the Hamilton Fringe Festival's Critical Path.
- Manage the Festival production schedule, review the suitability of each festival venue, develop comprehensive equipment and supply lists, and lead the implementation of safety procedures
- Manage summer hiring and supervise contract staff
- Review artist contracts and contribute to the development and proofing of festival marketing materials
- Assist with fundraising and sponsorship efforts for the Hamilton Fringe as related to the Hamilton Fringe Festival.
- Act as spokesperson for the Hamilton Fringe Festival and maintain positive relationships with a variety of stakeholders

REQUIRED SKILLS OR TRAINING:

- The ability to articulate a clear and ambitious vision that supports and promotes the performing arts community in Hamilton
- A demonstrated passion for the theatre arts in Canada, with knowledge or experience working in the sector
- A commitment to extending access to the performing arts in Hamilton through the promotion of programming and training initiatives that support progressive inclusion
- A minimum of three years of event-management, programming, and/or production experience in the performing arts
- Post-secondary degree in theatre or equivalent combination of education and experience
- Strong leadership skills with the capacity to motivate a team, delegate assignments, and provide clear and positive feedback
- Proven ability to manage budgets
- Excellent written and oral communication skills
- Excellent interpersonal and collaborative skills
- Ability to thrive in a high-pressure, fast-paced work environment

ADDITIONAL INFORMATION:

The Festival Director position offers some flexibility in the fall and winter months, with full time hours required during the spring and summer. The Festival Director will be required to work irregular hours during the summer festival, including evenings and weekends.

HOW TO APPLY:

An equity seeking organization, the Hamilton Fringe encourages qualified applications from women, persons with disabilities, applicants who identify as members of the BIPOC communities, and persons across the spectrum of sexual orientation and gender identities.

Qualified applicants are invited to submit a CV and detailed letter of intent as one combined PDF to info@hamiltonfringe.ca no later than 5pm EST, Monday, December 16, 2019. Please indicate "Festival Director Application" in the subject line of the email.

The first set of interviews will take place the week of January 13, 2020. We thank all applicants for their interest; however, only those selected for an interview will be contacted.