

## **FRINGE CLUB COORDINATOR**

**Job Type:** Contract

**Duration:** 35 hours/week for 10 weeks

**Hourly Rate:** \$14.25/hour

**Start Date:** May 25, 2020

**Application Deadline:** April 1, 2020

The Hamilton Fringe Festival is currently seeking a Fringe Club Coordinator for a contract position that begins May 25, 2020. Reporting to the Festival Director, this individual will supervise and coordinate all Front of House and Box Office operations for 2020 Hamilton Fringe Festival. The Fringe Club Coordinator must be available for extended hours all days of the Festival (July 15-26).

Introduced in 2018, the Fringe Club is a large-scale activation within Gore Park, a green space downtown Hamilton and encompasses an outdoor patio with a performance stage, a marketplace, an indoor gallery, a central box office and information tent, and a volunteer centre.

The Fringe Club Coordinator serves as the primary liaison between the Hamilton Fringe Festival and all Fringe Club stakeholders. They are responsible for the overall implementation, logistics, and execution of the outdoor Fringe Club at Gore Park. Reporting to the General Manager, the Fringe Club Coordinator will work closely with all teams and maintain open communication channels with all departments regarding the operation of the outdoor Fringe Club.

### **Key Areas of Responsibility**

- Serve as primary liaison between outside vendors (security, arts vendors, food vendors) and the Festival
- Oversee outdoor Production Schedule including daily set-up and tear-down schedules, signage, vendors, maintenance
- Assist with site design/layout, responsible for creating and implementing the load in plan of the outdoor Fringe Club
- Work with the Fringe Club site suppliers (tent, event supplies, technical, stage, sound, etc.) to implement all technical matters including site setup and daily technical management of the Fringe Club stage
- Develop signage plan with Festival Communications
- Co-ordinate and manage artistic programming of the Patio – i.e. artist involvement, entertainers, performances, installations, and interactive displays
- Work with Fringe Club venue partner to oversee licensed patio extension and gallery retrospective show.
- Oversee hired servers to operate Festival Bar
- Liaise with programming partners
- Work with Volunteer Coordinators to schedule required shifts
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the Executive Director.

### **Professional Qualities and Skills**

- The ideal candidate will be a hardworking, organized, and motivated individual with an interest in making a contribution the arts and the Hamilton community
- Event onsite and project management experience required
- Ability to problem solve under pressure while maintaining a friendly demeanor
- Experience supervising volunteers
- Interest and/or experience in arts administration and management
- Leadership skills and ability to self-direct as well as work well with supervisors and peers
- Excellent oral and written communication skills
- Ability to accommodate a schedule that will sometimes require work on evenings and weekends
- Working knowledge of the Occupational Health and Safety Act
- Previous experience in a box office or festival environment is an asset
- Knowledge of online ticketing systems is an asset
- Valid driver's license is an asset
- Valid first aid certification is an asset

**To apply:** Please send a cover letter and resume to [manager@hamiltonfringe.ca](mailto:manager@hamiltonfringe.ca) with 'Fringe Club Coordinator' in the subject line. Please state if you are currently enrolled as a student within your cover letter. Please submit files in a single PDF file titled: your first name\_your last name Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.