



Vancouver Fringe Festival
Box 203-1398 Cartwright St.
Vancouver, BC, V6H 3R8
vancouverfringe.com

Lead Designer and Marketing Assistant

The Vancouver Fringe Festival, produced by the Vancouver Fringe Theatre Society, is BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe features unjuried, uncensored theatre of all kinds, for all audiences September 7-17, 2017 at venues on and around Granville Island and across the city.

Reporting to the Communications Director, the Lead Designer and Marketing Assistant is responsible for the design and production of the Festival program guide and other marketing collateral and implementing the marketing plan. This is a seasonal position, beginning on May 15, 2017 and finishing on December 15, 2017 with full time hours May-September and part-time hours October-December.

Eligibility: This position is funded through the BC Arts Council's Early Career Development Program. Applicants must be full-time registered students enrolled in a program at a BC post-secondary institution (i.e. UBC, SFU, etc.) with Co-op placement as an option and must be eligible to work in BC.

RESPONSIBILITIES

- Create and design the "look and feel" of marketing materials using designated artwork
- Design and coordination of all Festival marketing materials including posters, print and web advertisements, passes, etc.
- Layout and design of 64-page program guide
- Assemble and edit program guide content through effective communication with artists, sponsors, box office staff, and other departments; research/writing some content
- Develop marketing materials for off-season "Fringe Presents" plays and the Theatre Wire subscription series
- Assistance with other marketing and fundraising initiatives
- Contributing to social media channels
- Writing and researching theatre related blog posts
- Assisting Junior Designer with design projects
- Other duties as required, including completion of a final report

QUALIFICATIONS

- Currently enrolled in a post-secondary co-op program, preferably with a graphic design focus
- Proficiency in graphic design programs, particularly Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat), and Microsoft Office Suite on a PC platform
- Experience in graphic design of communications or marketing materials
- Knowledge of pre-press file preparation
- Excellent organizational skills, with the ability to multi-task and meet tight deadlines
- Strong writing and editorial skills
- Ability to work independently and as part of a team
- Working knowledge of HTML, WordPress, Photography, and social media an asset
- Interest and experience in working in the arts or not-for-profit sector is highly valued

SALARY: \$15.00/hour based on a 37.5 hour work week (May-September) and 18.5 hour work week (October-December)

HOW TO APPLY: Email a cover letter and resume to communications@vancouverfringe.com stating the job title in the subject line. Please state how you meet the eligibility criteria within your cover letter and name the Co-op placement program of your institution.

APPLICATION DEADLINE: March 10, 2017

Please note that suitable applicants may be contacted before the application deadline. Only applicants selected for an interview will be contacted.