



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

Junior Designer & Marketing Assistant – Volunteer Position

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 and for all audiences. With over 700 performances by 100 artists, the Fringe runs September 5-15, 2019 at Mainstage Venues on and around Granville Island and at Bring Your Own Venues across the city.

Reporting to the Communications Director, the Junior Designer & Marketing Assistant is responsible for the design and production of marketing collateral, editing photos, and assisting with other marketing initiatives including social media. This volunteer position provides an excellent opportunity for individuals who are interested in developing skills in graphic design, marketing and promotion, arts administration, and event planning.

RESPONSIBILITIES

- Design and coordination of Festival marketing materials in coordination with the Lead Designer
- Editing and organizing photos of the Festival and posting suitable content online
- Posting content on Fringe website using HTML in a WordPress format
- Working with Communications & Outreach Coordinator to maintain social media presence of the Festival
- Photographing Fringe events and/or supervising volunteer photographers
- Other duties as required
- Preparing and delivering a final report

SKILL DEVELOPMENT AND BENEFITS

- Design and Communications experience in a large arts and non-profit organization
- Development of leadership, teamwork, and communication skills
- Potential for development and training in other festival areas of interest for the candidate
- Mentoring and support from the Communications Director
- Working in a creative and fun team environment
- An all access pass for the 2019 Fringe Festival
- A pass for the 2020 Fringe Festival

QUALIFICATIONS

- Proficiency in graphic design programs, particularly Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat), and Microsoft Office Suite on a PC platform and/or a Mac platform
- Experience in graphic design of communications or marketing materials
- Working knowledge of HTML in a WordPress platform is an asset
- Ability to multi-task and meet tight deadlines and work flexible hours
- Photography skills an asset

TIME COMMITMENT: Part-time hours with flexibility starting in June (approximately 8 hours in the office per week and time to finish projects at home) with increased hours during the Festival period (Sept. 5-15). Evening and weekend availability is required during the Festival (Sept. 5-15).

HOW TO APPLY: Email your resume and cover letter to employment@vancouverfringe.com with the job title in the subject line of your email. If applicable include links to samples of your design and/or video work.

APPLICATION DEADLINE: 11:59pm, June 2, 2019. The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Vancouver Fringe Festival promotes equality in employment and encourages applications from the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous peoples).