



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

Raffle Coordinator

The Vancouver Fringe Theatre Society produces the Vancouver Fringe Festival, BC's largest theatre festival! Pursuing the vision of "Theatre for Everyone," the Fringe Festival features unjuried, uncensored theatre of all kinds for all audiences. The 2019 Festival will take place September 5-15 at venues on and around Granville Island and across the city. The Vancouver Fringe Theatre Society also operates Theatre Wire which offers year-round tickets, packages, and info about independent theatre in Vancouver.

Reporting to the Director of Sponsorship and Development, the Raffle Coordinator is responsible for the coordination of the 2019 Vancouver Fringe Festival Raffle.

This is a contract position, beginning on July 2, 2019 and finishing on October 4, 2019. The majority of this position is self-led.

RESPONSIBILITIES

- Planning the timeline and volunteer needs for the Raffle;
- Obtaining necessary materials to provide the Services, including Raffle tickets;
- Liaising with a variety of stakeholders, including the Development, Marketing/Publicity, Box Office, Production, and Volunteer departments, and relevant sponsors; and
- Training and supervising Raffle volunteers;
- Assisting with engagement and ensuring deliverables are achieved related to Raffle sponsors;
- Other duties as required, including general Festival assistance and completing a final report.

QUALIFICATIONS

- Experience in sales and marketing
- Cash handling and numeracy skills
- Proficiency in Microsoft Excel
- Excellent communication and organization skills
- Outgoing and charismatic personality an asset
- Ability to multi-task, meet tight deadlines, and work flexible hours
- Awareness of the arts sector and not-for-profit environments is highly valued

RENUMERATION: \$2675 plus applicable taxes

HOW TO APPLY: Email a cover letter and resume to employment@vancouverfringe.com stating the job title in the subject line. Priority may be given to candidates applying for both this posting and the Distribution Coordinator posting.

APPLICATION DEADLINE: June 16, 2019

The Vancouver Fringe thanks all applicants in advance. Only those candidates selected for an interview will be contacted. The Fringe is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment & selection processes.