

FRINGE CLUB COORDINATOR

Job Type: Contract

Duration: April 24 – early Aug, 2023. (2 days/week Apr to mid-June; 4 days/week mid-June to festival; extended hours during festival)

Wage: \$4,000 total contract

Start Date: April 24, 2023

Application Deadline: April 10, 2023

HFTco's Hamilton Fringe is looking for a driven, community-minded, collaborative Fringe Club Coordinator to join our team. Reporting to the Executive Director, and supported and supervised by core festival staff, the successful applicant will be responsible for the artistic programming coordination and onsite logistics of a large-scale public outdoor activation—the Fringe Club at Theatre Aquarius. They will also be a key member of our onsite Festival Team.

Job duties and responsibilities include:

- Coordinating and liaising onsite for all outdoor events related to the 2023 Hamilton Fringe Festival Fringe Club at Theater Aquarius in downtown Hamilton, ON (in collaboration with the core Hamilton Fringe team).
- Managing and overseeing Fringe Club staff and volunteers (in collaboration with the core Hamilton Fringe team and Volunteer Coordinator).
- Overseeing and ensuring smooth day-to-day operations of Fringe Club activities.
- Maintaining a welcoming, safe and secure environment for all event participants and attendees.
- Working with community partners and stakeholders to ensure positive and meaningful engagement with neighbourhood inhabitants and businesses.
- Providing thoughtful feedback using the SWOT method at project completion to help the organization learn and grow.

Professional Qualities and Skills:

- Have experience in onsite event management.
- Be able to troubleshoot and problem-solve in a fast-paced environment while maintaining a friendly demeanor.
- Have experience and/or interest in community-building through the arts.
- Have experience and/or interest in arts administration.
- Have a working knowledge of task management systems and software (such as Asana).
- Have some familiarity with web-based office software (Google docs, WhatsApp, etc)
- Have excellent task-management skills.
- Be self-motivated in completing tasks and meeting deadlines.
- Exhibit critical thinking and problem-solving skills.
- Be a collaborative worker and a team player.
- Maintain good time-management skills.
- Have a highly-developed set of interpersonal and communication skills (written and oral).

PLEASE NOTE! Additional funding is in place to make this position Full Time for applicants applying through the Propel Student Work Placement Program. To be eligible for the Propel SWPP program:

- You must be a registered student in a recognized Canadian post-secondary institution.
- You must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. *International students with a work/study permit are not eligible.*
- You must have a Work-Integrated Learning (WIL) component (co-op, internship, practicum, etc.) within your study plan during the term of the placement/application, or an optional WIL recognized by the institution of your enrollment in the corresponding semester.

For more information and to apply through the Propel SWPP portal, please go to:

<https://tourismhr.ca/programs-and-services/propel-student-work-placement-program/>

To apply: Please send a cover letter and resume by April 3, 2023 to **christopher@hftco.ca** with 'Fringe Club Coordinator' in the subject line. Please submit files in a single PDF file, using the following naming format: your first name_your last name.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

About Hamilton Fringe:

The Hamilton Fringe Festival runs July 19-30, 2023 in multiple indoor and outdoor locations across downtown Hamilton, Ontario. Every summer, the festival welcomes 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances over 12 days. In an average year, the annual summer festival draws in more than 20,000 audience members to the region each year.