

OUTDOOR PROGRAMMING COORDINATOR

Job Type: Contract

Duration: 13 weeks

Hourly Rate: \$19.50/hour

Total Hours: 280 hours

Anticipated Start Date: April 28, 2025



HFTco is looking for 2 to 3 driven, community-minded, collaborative **Outdoor Programming Coordinators** to join our team. Supported and supervised by the Executive Director and core festival staff, the successful applicants will be responsible for the planning, logistics, and management of the **Hamilton Fringe Festival's** large-scale public outdoor performing arts activities. These include **Fringe Boulevard** (formerly The Fringe Club) – our street level community hub on King William St – and **Fringe On The Streets** – our one-hour performing arts promenade along the James & York St corridor.

Job duties and responsibilities include:

- Working in close collaboration with the Executive Director and core Hamilton Fringe staff while leading a small Outdoor Programming team to bring this year's outdoor live arts programming to life
- Developing, scheduling, implementing and managing all outdoor events related to 2025 Hamilton Fringe Festival programming, including Fringe Boulevard and Fringe On The Streets
- Liaising with provincial, City of Hamilton, and local BIA representatives to ensure all necessary permits and licenses are secured
- Leading the scheduling and contracting of Fringe Boulevard and Fringe On The Streets programming artists and partners
- Managing and overseeing Fringe Boulevard and Fringe On The Streets staff and volunteers (in collaboration with core Hamilton Fringe staff and Volunteer Coordinators)
- Overseeing and acting as point of contact for Visual Fringe and Kids Visual Fringe programs, including liaising with venues and coordinating exhibition displays for participating visual artists
- Overseeing and ensuring smooth day-to-day operations of Outdoor Programming activities
- Working with festival staff, partners, and stakeholders to maintain 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:

- Experience in onsite event management.
- Experience in live performance production.
- Ability to troubleshoot and problem-solve in a fast-paced environment while maintaining a friendly demeanor.
- Experience assembling and leading a small team to complete a project.
- Experience and/or interest in community-building through the arts.
- Experience and/or interest in arts administration.
- Working knowledge of task management systems and software (such as Asana).
- Some familiarity with web-based office software (Google docs, WhatsApp, etc)

- Self-motivated in completing tasks and meeting deadlines.
- Collaborative worker and a team player.
- Good time-management skills.
- Leadership skills and the 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.
- Current AODA (Accessibility for Ontarians with Disabilities Act) certificate or willingness to complete free online training before June 1st.
- Working knowledge of the Occupational Health and Safety Act.
- Valid driver's license is an asset.
- Valid first aid certification is an asset.
- Valid Smart Serve certificate or willingness to obtain Smart Serve certificate if required.

PLEASE NOTE that contract start date, total hours, and term duration may change subject to confirmation of program funding. Any changes will be communicated to successful applicants prior to hiring.

To apply: Please send a resume via email by April 20, 2026 to info@HFTco.ca with 'Outdoor Programming Coordinator' in the subject line and in the body of the email, let us know in a few sentences why this job caught your attention. Please attach your resume as a PDF using the following naming format: your first name_your last name_job title.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

About HFTco & Hamilton Fringe:

Hamilton Festival Theatre Company (HFTco) strives to make theatre accessible to both audience members and theatre makers and is committed to fostering both the development of professional artists and an appreciation of the arts in the region. HFTco public arts programming includes the flagship 12-day unjuried Hamilton Fringe Festival, the community-embedded winter festival Frost Bites, and year-round Artist Development programs and public workshops.

Hamilton Fringe Festival is the Hamilton, Ontario's biggest, boldest 12-day performing arts festival, running July 16-27, 2025, activating indoor and outdoor locations across the city. Welcoming 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances, the annual summer festival draws 17,000+ attendees and engages 150+ volunteers each year.

