

## OUTREACH COORDINATOR

**Job Type:** Contract

**Duration:** 11 weeks

**Hourly Rate:** \$19.00/hour

**Total Hours:** 280

**Anticipated Start Date:** May 11, 2026



HFTco is looking for a driven, community-minded, collaborative **Outreach Coordinator** to join our team. Supported and supervised by the Executive Director, the Managing Director, and core festival staff, the successful applicant will oversee community outreach efforts for HFTco events and initiatives related to Hamilton Fringe Festival 2026.

### **Job duties and responsibilities include:**

- Help to plan and execute organization-wide community outreach related to Hamilton Fringe events and initiatives including (but not limited to) audience outreach, volunteer recruitment, school outreach, artist Calls for Proposals and recruitment, volunteer recruitment, contesting, and more.
- Help to plan, organize, and staff a schedule of outreach events leading up to the festival such as Art Crawl, Street Festivals, etc.
- Establish and/or grow relationships with local community groups, encouraging participation and helping to address barriers to accessing cultural activities at HFTco events and initiatives
- Assist with communications regarding potential advertisers, sponsors, and funders as necessary
- Additional production support for HFTco events and initiatives as required
- Other duties as assigned at the discretion of the ED

### **Professional Qualities and Skills:**

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

- Working knowledge of the Occupational Health and Safety Act.
- Valid driver's license and access to a vehicle is an asset.
- Valid first aid certification is an asset.

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 May 1, 2026 to [info@HFTco.ca](mailto:info@HFTco.ca) with 'Outreach 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 15-26, 2026, 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.

