

Communications Coordinator Vancouver Fringe Festival



Communications Coordinator (Internship)

The Vancouver Fringe Festival, produced by the First Vancouver Theatrespace 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 almost 700 performances by nearly 100 artists, the Fringe runs September 5-15, 2013 at Mainstage Venues on and around Granville Island and at Bring Your Own Venues across the city. The most popular shows are held over for the Pick of the Fringe September 18-22, 2013. Reporting to the Communications Director, the Communications Coordinator is responsible for creating and implementing online marketing material including the e-newsletter, social media, and assisting with our smart phone App by liaising with Fringe Festival staff.

The position is a full-time unpaid internship beginning May 6, 2013 and ending September 27, 2013.

RESPONSIBILITIES

- Liaising with all Fringe department to develop newsletter content based on Fringe events, sponsors, and artists
- Writing newsletter content while adhering to Fringe style guide
- Editing content written by Fringe staff (newsletters and print program guide material)
- Posting newsletter on Fringe website using HTML in a WordPress format
- Formatting and sending newsletters via Mad Mimi
- Coordinating social media presence and content
- Assisting in the implementation of the Fringe Festival iPhone App
- Overseeing the execution and evaluation of audience surveys
- Compiling marketing stats
- Other duties as required
- Preparing and delivering a final report

QUALIFICATIONS

- Experience in communications, marketing, or related field
- Strong writing and editorial skills
- Excellent organizational skills and/or project management experience
- Proficiency in Microsoft Office Suite on a PC platform
- Working knowledge of HTML in a WordPress platform
- Familiarity and comfort with various social media platforms including but not limited to Facebook, Twitter, Hootsuite, and YouTube
- Excellent communication skills
- Ability to multi-task and meet tight deadlines and work flexible hours
- Interest and experience in working in the arts sector is highly valued
- Awareness of the not-for-profit environment an asset

HOW TO APPLY: Email your resume and cover letter to administration@vancouverfringe.com with the job title in the subject line of your email.

APPLICATION DEADLINE: April 15, 2013 Please note, that only applicants selected for an interview will be contacted.

www.vancouverfringe.com