



JOB POSTING

FESTIVAL MANAGER

Organizational Description

The Winnipeg Fringe Theatre Festival is presented by the Royal Manitoba Theatre Centre, a not-for-profit professional theatre and Canada's oldest regional theatre.

Founded in 1988 the Winnipeg Fringe Theatre Festival is Manitoba's largest arts festival. The Fringe's primary goals are to provide artists with a supportive, affordable and accessible opportunity to create, develop and perform their own work and to develop new theatre patrons by ensuring the festival is accessible for everyone in the community. In 2014, the Winnipeg Fringe Theatre Festival featured 176 theatre companies from across Canada and around the world, achieving a ticketed attendance of 104,884 and returned over \$757,000 in box office revenue to the artists.

Position Description

The Festival Manager coordinates and implements the plans and policies of the Winnipeg Fringe Theatre Festival, the Master Playwright Festival and Royal MTC's annual fundraising production of The Lawyers Play, under the direction of the Executive Producer. We are looking for someone who is creative, responsible, self-motivated, organized and outgoing. The ability to multi-task efficiently and work within a team structure is also an important part of the position and festival environment. The key duties for this position require a broad knowledge of event/festival management, marketing, audience development, fundraising and human resources.

Responsibilities:

- Coordinate with various departments of the Fringe and Royal MTC to meet project objectives and deadlines.
- Manage the application process for performers, vendors and volunteers.
- Address questions from the public, performers and vendors.
- Assist with the hiring, training and supervision of Fringe staff.
- Liaise with performing companies.
- Assist with grant writing and budgeting.
- Assist with the production and stage management of Royal MTC's Lawyers Play.
- Manage the creation and implementation of the Master Playwright Festival marketing plan.
- Ensure that the festival websites are updated with current information.
- Additional duties as required.

Qualifications & Experience:

- A minimum of two years experience in a similar or management role with a festival, event, or arts/cultural organization.
- Superior administrative and management skills including team-building and problem-solving skills.
- Excellent verbal, written and presentation skills.
- Demonstrated ability to work in a fast-paced, high-pressure environment.
- Ability to take initiative and work independently.
- Strong computer skills including the use of MS Office applications, website content management systems and social media.
- Knowledge and understanding of the Canadian Association of Fringe Festivals movement and philosophy/mandate of the Fringe.

Additional Info

This is a full-time permanent position with the Royal Manitoba Theatre Centre.

How to Apply:

Qualified candidates should email a cover letter, resume and references to:

Chuck McEwen
Executive Producer
Winnipeg Fringe Theatre Festival
174 Market Avenue
Winnipeg, Manitoba R3B 0P8
cmcewen@royalmtc.ca

Submission Deadline: November 7, 2014
Position Start Date: December 2014 or January 2015

We thank all applicants for their interest but only those selected for an interview will be contacted. The Royal Manitoba Theatre Centre is an equal opportunity employer.

Winnipeg Fringe Theatre Festival 174 Market Avenue Winnipeg, MB R3B 0P8 204-943-7464
www.winnipegfringe.com cmcewen@royalmtc.ca

Presented by the [Royal Manitoba Theatre Centre](#)

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