

- Job Title:** TD Emerging Festival Producer
- Organization:** Toronto Fringe
- Reports to:** Programming Manager, Projects & Operations Manager
- Direct Reports:** n/a
- Department:** Toronto Fringe Festival
- Term:** Seasonal employment contract, 20 weeks
- Hours:** Our team generally works weekdays between 9:30-5:30pm; this position is part of the administrative team, and the hours are scheduled to align with the workflow of the Programming Manager and the Projects & Operations Manager. The contract begins with a part-time schedule, then increases to full time later in the spring to meet the needs of prepping for, loading in and running the festival.
- Location:** Our office is located downtown Toronto, at 100 Broadview Avenue. The organization operates under a hybrid work model, with staff working both remotely and in-office. This position will be required to work primarily in-office and will be required to work on-site during the load in, festival dates, and load out of the Toronto Fringe Festival.
- Salary:** \$12,000 CAD
- Deadline to apply:** Wednesday February 5, 2025, 11:59pm ET
- Interview Dates:** February 17-21, 2025
- Start Date:** March 17, 2025

ABOUT THE ORGANIZATION

Toronto Fringe is a grassroots, charitable organization that runs the [Toronto Fringe Festival](#) each July, the [Next Stage Theatre Festival](#), and various year-round programs that benefit youth, artists, and the theatre community at large. We are a creative match-maker, connecting artists with audiences, and empowering everyone to unleash their inner artist. We create opportunities for both emerging and established artists to produce their work with artistic freedom, while engaging members of the community by making productions as affordable and accessible as possible.

The Toronto Fringe is an organization that is inclusive and accessible, and all of our programming reflects this principle. We ensure that we produce well-marketed, well-organized and fiscally stable events through which artists may develop and produce new work. In our festivals, participants have a reasonable opportunity to earn back their investment and compensate themselves for their work. The Fringe also provides audiences with the opportunity to experience a wide variety of quality theatre at an affordable price. We are proud members of the Canadian Association of Fringe Festivals (CAFF) and World Fringe. [More information here.](#)

Organization Mission and Values

The Toronto Fringe is a platform for everyone to access, discover, and experiment with the arts. By valuing creative experiences, we contribute to a healthy arts economy and, ultimately, a thriving society.

ACCESS - in every sense of the word

ACCOUNTABILITY - we work with integrity and respect

CREATIVITY - freedom of expression permeates everything we do

EXPLORATION - we let curiosity be our guide

SUPPORT - empowering you to take a chance

JOB DESCRIPTION

Through the generous assistance of TD Bank's Ready Commitment program, the Toronto Fringe is seeking an ambitious festival and event producer-in-training to become part of the Fringe team from mid-March through to late July 2025. The TD Emerging Festival Producer will work directly with the Programming Manager and the Projects & Operations Manager on various aspects of festival preparation and coordination.

This position is intended to offer an advancing internship experience for a candidate who seeks to gain and develop skills in arts administration and management, festival coordination, and cultural event producing through the lens of executing a mid-scale performing arts festival. In line with our values, Fringe seeks to develop the next generation of festival producers and arts leaders. As such, candidates are not expected to have extensive experience in *all* of the areas listed below, but rather some experience in most of them, plus a strong desire to develop their capacity and abilities, with intentions to pursue this vocation. As the season progresses, the Emerging Producer will shift from learning key skills and shadowing leaders to applying their knowledge and taking the lead on certain projects related to their workload. They will be mentored throughout by the Programming and Projects & Operations Managers, and Managing Director, and supervised by all of the senior staff members.

For the 2025 Toronto Fringe Festival, will support the logistics and execution of the 2025 Toronto Fringe Festival; performances and related support for the participating Fringe companies; site set up and supervision of programming at the festival hubs, Fringe Patio and KidsFest; and overall logistics requirements of a multi-venue, multi-day performance event. Duties will at times overlap with other departments in the lead up to the Festival. Our work can be ever-changing, collaborative,

political, creative, and challenging...not to mention very fulfilling! We support the needs of our staff and work hard to be a flexible, healthy working environment.

WORKING AT FRINGE

Toronto Fringe works in a hybrid model that adopts a flexible approach to balancing work and home demands of its full-time team members.

Toronto Fringe is dedicated to building an organization that reflects the communities we serve, as well as actively working on dismantling systems of oppression and centering care in our work. We actively encourage and prioritize applications from equity-deserving groups. Equity-deserving groups can include those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled, and intersections of those identities.

This paid position runs 20 weeks (mid-March to late July). Exact weekly work hours and days will be negotiated with the successful candidate. The successful candidate can expect some required work on evenings and weekends in the lead up to the festival as well as longer and later work hours during the festival set-up, running, and take-down dates (approximately June 23-July 16).

Candidates must be available for every day of the 2025 Toronto Fringe Festival (July 2-13, 2025).

OUTLINE OF DUTIES AND REQUIREMENTS

The Emerging Festival Producer is responsible for:

- Assisting with Fringe artist relations and support. This may include:
 - administering letters of agreement and policies, creating artist resources
 - assisting with information seminars produced for participants by the Fringe
 - other critical communications and information collection or distribution
 - creating a work or networking space for Fringe artists during the festival.
- Assisting with the logistics and producing of the Fringe Festival. This may include:
 - supporting the scheduling and production of the performance venues
 - liaising with unconventional and satellite venue contacts and organizing policies and accessibility information
 - coordinating the festival staff comms and ID logistics
 - overseeing specific aspects of load in and set up of festival operations at sites
- Assisting with the logistics and producing of the Fringe Patio and Hub. This may include:
 - sourcing equipment and rentals
 - participating in load in and set up of the site
 - overseeing specific areas of programming
 - producing specific one-time events
 - supporting permit applications through the City of Toronto and other related governing bodies
 - supervising the site

- Assisting with the coordination of any community outreach events, including Pride Festival and the Fringe Festival's launch events.
- Supporting the KidsFest Club department as needed in the facilities logistics for set up and supervision during the run of the festival.
- Supporting other departments as needed, including Patron Services, Accessibility and Festival Production in the lead up to and during the festival.
- Coordinating with all departments within the Fringe in the lead up and throughout the Festival, to learn the full breadth of organization it takes to execute a festival of this scale.
- Being present (in person) and helping oversee and maintain the Fringe Festival hubs and patio during festival dates (July 2-13, 2025).

Requirements:

- Eligible to work in Canada.
- Particularly focused on developing an administrative managerial career in the performing arts, have practical experience in arts administration, production and/or producing, or applicable transferable experience.
- Actively looking for continued training in theatre producing and arts administration (this funding is intended to support emerging arts workers).
- Overall knowledge of theatre in Canada and of the Fringe movement, and have an opinion about the role of the arts in contemporary society.
- A strong understanding of personal strengths and challenges in a work environment, and confidence to ask questions and clarify expectations in order to get tasks done to the best of your abilities.
- Able to work independently, supported in in-office and remote-working environments.
- Proficiency with Microsoft office suite, or compatible word processor and spreadsheet programs such as Google Sheets, and/or a willingness to learn.
- Proficiency with digital communication platforms, such as Zoom, an asset.
- Demonstrated ability to multi-task, organize multiple projects and priorities, manage a non-linear workload.
- Eager to learn in a busy environment, and ability to think clearly and rationally under pressure.
- Demonstrates: ambition, a willingness to learn, the ability to work hard, and a passion for and commitment to the value of performing arts.

Nice to Haves:

- Festival administration experience
- Experience working with volunteers
- A good dash of common sense
- G2 or G driver's license

HOW TO APPLY

Please apply using this **online form** by **Wednesday, February 5, 2025, 11:59pm ET**:

<https://fringetoronto.wufoo.com/forms/2025-toronto-fringe-festival-staff-application/>

The link takes you to a form with the following questions:

1. Name (first and last)
2. Email address
3. Phone number
4. Street address, City, Province, Postal Code, Country
5. Pronouns (optional)
6. Self-Identification (optional)
7. How did you learn about this work opportunity with the Fringe?
8. What draws you to and excites you about working with the Toronto Fringe Festival? (answer in 1 to 2 paragraphs)
9. What skills and experience make you an excellent fit for this role? (answer in 1 to 2 paragraphs)
10. What do you hope to gain from this experience? (answer in 1 paragraph)
11. Is there anything else you would like us to know?
12. Upload a current resume/CV in PDF format, making sure to include your first and last name in the file title.

We include the optional opportunity for voluntary self-identification, for you to share with us any important identities you hold that shape your identity/experience in a way you would like known.

Alternatively, submit the information on the application form (see below for outline of questions) in a single PDF by email to employment@fringetoronto.com with the subject line: 2025 Emerging Festival Producer Application

The Toronto Fringe is committed to employment equity and diversity. Everyone is welcome to apply. We encourage applicants from equity-seeking communities and intersecting identities. Toronto Fringe is committed to providing staff with a work environment free of discrimination and harassment, and to fostering an inclusive and supportive workplace.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you would like to apply but require additional time, or you need accommodations of any kind to apply for this position and/or would like to submit your materials in an alternative format, please contact the hiring committee at employment@fringetoronto.com before the application deadline of February 5, 2025.

Final candidates will be asked for references. All applications are considered confidential.

PROCESS AND KEY DATES

January 15, 2025: position posted

February 5, 2025: deadline to apply, by 11:59pm ET

February 17-21, 2025: interview (in-person or via Zoom, restrictions permitting) with the Projects & Operations Manager and Programming Manager

Week of February 24: reference check, offer

March 17, 2025: candidate begins