

Job Title: Venue House Manager
Reports to: Front of House Coordinator
Direct Reports: N/A
Department: Fringe Festival
Hours: Contract, between 20-70hrs (dependant on venue placement)
Rate: \$15/hr
Application deadline: Monday May 20th
Interview dates: May 21st-27th
Start Date: June 22, 2019
Duration: July 3-14, plus a training session in late June
Location: Fringe Festival office at Scadding Court and Fringe performance venue

Organization Description: Toronto Fringe is a grassroots, charitable organization that runs the [Toronto Fringe Festival](#) each July, the [Next Stage Theatre Festival](#) each January, 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 committed to being 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: 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.

Organization Values:

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

Position Overview: The Toronto Fringe is seeking enthusiastic and dedicated individuals to become part of the team as a House Managers for the 2019 Fringe Festival. (Festival Dates: July 3rd – July 14th). This position will include one training session in late June.

Main Duties:

- Managing a venue – setting up, selling at the door tickets, organizing line-ups, dealing with customer service issues, and liaising with technicians and artists
- Managing a team of rotating volunteers effectively
- Maintaining accurate show and sales reports
- Making a speech asking for donations at each performance
- Other duties as required

Skills and Qualifications:

- Have outstanding customer service and interpersonal skills
- Be able to multitask in a busy environment
- Be able to work independently
- Be comfortable working with electronics including box office systems on an iPad
- Be comfortable counting large amounts of cash quickly and efficiently
- Previous Box Office experience is considered an asset
- Previous Front of House experience in a Festival environment is also considered an asset

How to Apply:

Interested candidates are invited to send a current resume and a brief letter of interest as **one PDF document** to the attention of Hannah MacMillan at foh@fringetoronto.com with the subject line: 2019 House Manager Application.

The Toronto Fringe aims to provide a supportive management approach, permitting growth and development in the workplace. We invite applications from Deaf, Mad, or disability-identified people. From within these communities, we encourage applications from Black, Indigenous and People of Colour communities, as well as LGBTQQIP2SA-identified persons. At the Fringe, we believe that a caring and inclusive workplace builds a strong and dynamic team, which in turn improves our organization and benefits our festivals, services, patrons, and artists.

Interviews will be held in downtown Toronto or by Skype. Final candidates will be asked for references. We thank all applicants for their interest but only those selected for an interview will be contacted. All applications are considered confidential.