

## **Fringe Theatre Adventures Society (FTA)**

**From its grassroots beginnings as Chinook Touring theatre in 1980, Fringe Theatre Adventures (FTA) is a community recognized for theatre evolution. FTA produces the Edmonton International Fringe Theatre Festival and showcases theatre year round in our south side performance arts facility, the TransAlta Arts Barns.**

**Position: Student Intern - Development**

**Position Reports to:** Fund Development Director

*The **Student Intern – Development** supports the FTA Fund Development department with general and administrative support for the Edmonton International Fringe theatre Festival. This support relates to Festival donors, community relations and sponsorship programs. This position is also responsible for the Festival Program Guide.*

### **Responsibilities**

#### **General Support and Administration for Festival:**

- Donor administration and database support
- Community relationship management
- Sponsorship administration
- Assist with constituent promotional and support mailings

#### **Festival Program Guide:**

- Under the direction of the Fund Development Director and Marketing, coordinate all aspects of the Festival Program Guide. This includes:
  - Creating and maintaining a Master Spreadsheet outlining the Festival Program Guide components including deadlines and sources for each
  - Preparing draft copy for all 'generic' program guide contents to complement the Festival theme
  - Sourcing and collecting all FTA components for the Program including government and sponsor messages/head shots, staff listings, photos; collecting all program guide ads
  - Working with Program designers to ensure layout and page order is effective for reader
  - Acting as Program liaison with FTA staff

### **Qualifications/Skills and Proficiencies**

- Successful candidate will be pursuing a college, technical or university diploma/degree in a related field such as Business Administration, Arts and Culture, Communications, Development, etc.
- Ability to work with a variety of computer programs including a development/constituent relationship management database
- Excellent organizational and time management skills; able to prioritize and multi-task in a fast-paced environment
- Ability to work independently and as part of a team

- High degree of maturity and sense of responsibility as this position is a critical support to the success of the Festival

### **Work Schedule**

The **Student Intern – Development** position is a **4-month position from May 1 to August 30 inclusive**. FTA Office hours are Monday – Friday 9 a.m. – 5 p.m. The Student Intern will work 35 hours/week within this core time with flexibility based on requirements. Some evening and weekend work may be necessary with time off in lieu of hours worked.

### **How to Apply:**

If you are interested in applying for this position, please send a cover letter and resume in confidence to:

Debbie Buchynski  
Fund Development Director  
Fringe Theatre Adventures  
10330 84 Avenue  
Edmonton AB T6E 2G9

**Competition No: Dev-2-2012**  
**Closing date: March 28, 2012**