

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 Title: Student Intern - Special Events and Programs

Reports to: Fund Development Director and works with the Development Coordinator on a day to day basis.

*The **Student Intern – Special Events and Programs** supports the FTA Fund Development department with special event planning, implementation and program support for the Edmonton International Fringe Theatre Festival.*

Responsibilities

Special Event:

- Assist with the planning and implementation of a variety of Festival special events and activities including but not limited to the VIP Recognition Event, Late Night Cabaret and Closing/Wrap Up Party.
- Manage and maintain special event communications and contacts in database
- Handle all event organization, set up and dismantle logistics
- Liaise between FTA departments as required
- Attend and contribute to cross-functional Festival planning meetings

Program:

- Assist the Development Coordinator with the Fringe Establishments Program which aims to establish mutually-beneficial partnerships with retail, hospitality and industry partners in the community, specifically in the Strathcona area
 - Student Intern to assist with implementation of the program. This could include personal and site visits, delivery of packages and materials, collecting ad submissions, distribution of point of purchase materials, coordinating program information on the website, etc.

Other:

- Assist with sponsor relationships through coordination of engagement and fulfilment logistics during the Festival

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, Special Event Planning, etc.
- 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 – Special Events and Programs** 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 is 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-1-2012
Closing date: March 28, 2012