

**Halifax Fringe Festival is seeking a  
 2025 Volunteer Coordinator**

**Application Deadline:**  **Tuesday June 10th 2025** **Position Timeline:**   **July 7 – September 15, 2025** **Compensation:**     **$2000 (approx. $18/hour)** **Hours:**         **Part-time in July/August, full-time August 25 – September 7** **Location:**        **Kjipuktuk (Halifax)**

The Halifax Fringe Festival is an annual uncensored, unjuried, international arts festival. The Fringe runs for 12 days with over 60 productions across 10+ venues!

Our mission is to create a space for everyone to express themselves through performance. We envision a home for anyone to tell their story. We strive to empower artists and audiences. By prioritizing our values of being unjuried, uncensored, equitable, and accessible, we aim to create a space that welcomes differences and celebrates expression. We are a non-profit association run by a volunteer board.

**Halifax Fringe Festival seeks a Volunteer Coordinator to join our 2025 team!**

The Volunteer Coordinator will lead all aspects of our volunteer program, managing approximately 150 volunteers throughout the 2025 festival season. The ideal candidate will be detail-oriented, approachable, and enthusiastic about working with people. This is a great opportunity for someone passionate about arts festivals and community engagement.

**RESPONSIBILITIES**

Under the direction of the Executive Director and Board, the Volunteer Coordinator will:

* Recruit and onboard approximately 150 volunteers
* Build and manage the full festival volunteer schedule
* Maintain a volunteer database and keep accurate shift records
* Serve as the primary point of contact for all volunteers
* Communicate volunteer roles, expectations, and festival policies clearly
* Ensure all venues and departments are properly staffed during the festival
* Provide on-site support and troubleshoot scheduling issues as needed
* Foster a positive and inclusive volunteer culture
* Plan and execute a Volunteer Appreciation Party after the festival
* Work collaboratively with Fringe staff and production team
* Escalate issues or concerns to the Executive Director

Experience in volunteer coordination, scheduling, or festival operations is an asset, but not required.

**HOW TO APPLY**

Please submit a current CV, a Cover Letter on [HalifaxFringeFestival.ca](http://halifaxfringefestival.ca) job application form or by emailing [sara@halifaxfringe.ca](mailto:sara@halifaxfringe.ca) with the subject line “Volunteer Coordinator”

**The deadline to apply is Tuesday June 10th, 2025**

We recognize the over-representation of white, cisgender, able-bodied voices in theatre. Halifax Fringe prioritizes the contributions and perspectives that individuals from underrepresented communities bring to our festival. We strongly encourage applicants to self-identify in their cover letter.

We prioritize creating a work environment that is supportive for all Halifax Fringe employees and considers their access needs. Please reach out at any point during the application process if you would like assistance.