

**Halifax Fringe Festival is seeking a
2025 Venue Manager**

**Halifax Fringe Festival – Job Call
 Venue Manager (Contract Position)**
 **Application Deadline:** Tuesday, June 10, 2025
 **Contract Timeline:** August 19 – September 9, 2025
 **Compensation:** $2,000 total (approx. $29/hour)
 **Hours:** Part-time leading up to and after the festival; full-time August 20 – September 7
 **Location:** Kjipuktuk (Halifax, NS)
 **Reports to:** Executive Director

**About Halifax Fringe:**
 The Halifax Fringe Festival is an annual uncensored, unjuried international arts festival. Over 12 days, more than 60 productions perform across 10+ venues in Kjipuktuk (Halifax). We are a non-profit association guided by a volunteer board.

Our mission is to create a space for everyone to express themselves through performance. We envision a home for anyone to tell their story. By prioritizing values of being unjuried, uncensored, equitable, and accessible, we strive to empower both artists and audiences.

**Position Overview:**
 Halifax Fringe Festival is seeking a Venue Manager to join our 2025 team!

The Venue Manager will be responsible for overseeing the day-to-day operations of the venues department for the Halifax Fringe Festival. This includes ensuring efficient venue coordination, supporting artists and technical needs, and leading front-of-house teams. The successful candidate will demonstrate strong leadership, problem-solving, and communication skills, and will be available for evening and weekend shifts during the Festival (August 27–September 7).

Past experience in theatre venue management or festival environments will be considered an asset.

**Key Responsibilities:**
 Under the direction of the Executive Director and Board, the Venue Manager will:

* Oversee venue operations for all assigned Fringe venues
* Support box office and front-of-house needs in collaboration with staff and volunteers
* Assist with artist relations including passes, discount codes, and comps
* Maintain detailed knowledge of event specifics including pricing, accessibility, and seating
* Help with show turn over and technical staff needs
* Assist in troubleshooting technical and venue needs including proper signage, show information, etc.
* Ensure excellent customer service in person and over email
* Respond promptly and professionally to artist, volunteer, and audience inquiries
* Help patrons with access needs including accessible seating and support persons
* Fill in box office shifts when needed
* Reconcile nightly cash boxes (August 27 – September 7)
* Coordinate with Executive Director and Production Manager on daily venue needs
* Escalate concerns and feedback to Fringe leadership
* Provide technical support where possible (Q-Lab knowledge considered an asset)

**Qualifications & Assets:**

* Strong leadership and organizational skills
* Excellent interpersonal and customer service skills
* Experience managing arts venues, theatres, or live event spaces
* Ability to remain calm under pressure and troubleshoot in fast-paced settings
* Familiarity with ticketing systems and basic tech (Q-Lab, sound, lights) is a plus
* Commitment to equity, inclusion, and accessible practices

**To Apply:**
 Please submit a current CV and cover letter via the job application form at [HalifaxFringeFestival.ca/hiring](http://halifaxfringefestival.ca) or email sara@halifaxfringe.ca with the subject line: “Venue Manager”

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**Accessibility & Equity Commitment:**
 We recognize the over-representation of white, cisgender, able-bodied voices in theatre. Halifax Fringe values the perspectives of underrepresented communities and strongly encourages applicants to self-identify in their cover letter.

We are committed to a supportive and accessible work environment. If you have access needs or require assistance during the application process, please don’t hesitate to reach out.