



### **Job Opportunity: Office Assistant – Site Production Office**

Reporting to the Site Manager, the Office Assistant will work directly with the Production Assistant, and alongside Festival staff and volunteers to assist in the administration side of the physical construction and teardown of our festival.

Projects/duties include the following:

- Managing Site Office, Administration duties
- Respond to telephone and email enquiries
- Assist with the planning and implementation of the site schedules
- Managing, scheduling, and tracking hours of Site volunteers in Better Impact
- Setting up and closing utility accounts
- Assist with arranging, maintaining, and tracking sponsorship deals
- Assist with administration of outside equipment rentals
- Updating and maintaining volunteer, sponsor, and supplier databases
- Tracking overall site production expenses and reconciling petty cash floats
- Supplying ongoing and final documents to the Main Administration office
- Assisting Site Manager/s with various tasks

Skills required include:

- Excellent oral and written communication skills
- Excellent organizational skills
- Proficiency in MS office (excel)
- Practical knowledge of MacIntosh operating systems
- Proficiency in human resource management or experience working as a part of a team

Preference will be given to those candidates who have experience in Arts/Production management, strong administration skills, database experience (Better Impact), and experience working with volunteers. Familiarity with the Edmonton Folk Music Festival is considered an asset. Students at the start of their academic programs is also considered an asset, in the hope that they will return each summer as they pursue their degrees.



**This is a Federally Granted Position. To be considered, applicants must meet the following granting requirements:**

To be eligible, youth must: be between 15 and 30 years of age at the beginning of the employment period\*; • be a Canadian citizen, permanent resident, or person to whom refugee

protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and • have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

**Dates of Position:**

- May 29 – August 25, 2023, 13-weeks; 40 hours per week
- Evening and weekend availability are required
- Availability August 10-13, 2023 is required
- Time off in lieu will be provided for overtime worked

**Compensation:**

- \$20.00/hr

**Application Deadline:**

- Friday, March 17, 2023 at 5:00 pm

Please submit resumes with cover letter to Gilbert da Silva, [pm@edmontonfolkfest.org](mailto:pm@edmontonfolkfest.org).

**We thank you in advance for your interest in this position but only those selected for an interview will be contacted.**