



Job Description: Media Content Creator

Reports to: Communications and Vendor Relations Manager

Job Overview: Working with the Communications and Vendor Relations Manager, the Media Content Creator is responsible for the organization and creation of digital content for social media, web, advertising, and other communications tools. This role additionally assists with administrative duties related to communications, media, and vendor management.

Responsibilities:

- Liaise with staff to help create content and social media posts on various accounts
- Create reels and stories by editing existing video and photo files
- Build creative for digital and print ads
- Assist with website updates and content as required
- Assist Communications and Vendor Relations Manager as required during the festival
- Help with administrative tasks, including preparing vendor contracts and handbooks

Qualifications:

- Experience and comfort working with social media platforms
- Graphic design experience
- General knowledge of Google Suite systems
- Familiarity with Wordpress and/or website management tools
- Excellent written and verbal communication skills, organizational, and administrative skills
- Experience with video and photo editing considered an asset

Preference will be given to those candidates who have experience in non-profit/arts organizations, strong administration skills, and experience working with volunteers. Experience with Wordpress and Hootsuite is considered an asset. Familiarity with the Edmonton Folk Music Festival is considered an asset as well. 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 22 – August 18, 2022; 13 weeks; 40 hours per week
 - Most work takes place Mondays through Fridays; however, some evening and weekend hours may be required.
 - Availability during all festival dates August 10 – 13, 2023 is required.

Compensation

- \$20/hour

Application Deadline:

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

Please submit resume with cover letter to [Muffy McKay communications@edmontonfolkfest.org](mailto:MuffyMcKaycommunications@edmontonfolkfest.org)