



## **Job Opportunity: Site Management Assistant**

**Reports to:** Site Manager

**Job Overview:** The Site management Assistant will work alongside Festival staff and volunteers to assist in the administration side of the physical construction and teardown of our festival site.

### **Responsibilities:**

- Assisting with asset management, scheduling and transportation of materials
- Assist with the planning and implementation of the site schedules
- Ensuring the receipt and complete return of rental equipment
- Equipment maintenance tracking
- Communications with suppliers, deliveries, and other vendors
- Additional ordering as required
- Communications with volunteers, and both internal and external organizations
- Managing, scheduling, and tracking hours of Site volunteers in volunteer database
- Updating and maintaining volunteer, sponsor and supplier databases
- Assisting with the planning of Site Crew specific social events
- Office duties such as responding to telephone and email enquiries
- Managing Site Office, Administration duties
- Supplying ongoing and final documents to the Main Administration office
- Compiling a final report with recommendations and timelines for future years
- Assisting Site team with additional tasks as required

### **Skills required:**

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

Preference will be given to those candidates who have experience in Arts/Production management, strong administration skills, and experience working with volunteers. Facility in another language is considered an asset. 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 13 – August 30, 2024, 16 weeks; 40 hours per week
- Evening and weekend availability are required
- Availability August 8-11, 2024 is required
- Time off in lieu will be provided for overtime worked

**Compensation:**

- \$20.00/hr

**Application Deadline:**

- Friday, March 22, 2024 at 5:00 pm

Please submit resume 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.**