



Position/Title: Site Manager

Location: Edmonton, AB – festival office/temporary field office on site/work from home

Job Type: Contract or Full time

Start Date: January 1, 2023

Quick Facts about the Edmonton Folk Music Festival

- The Edmonton Folk Music Festival is one of the largest folk festivals in the world. It is a not-for-profit society dedicated to presenting folk music and entertainment to a diverse audience of approximately 100,000 at the four-day festival.
- The 44th festival will take place August 10 - 13, 2023
- The festival is maintained and supported by 2,650 volunteers, with a small number of paid administrative and production staff.

Job Summary

Working with a small team of experienced festival staff and contractors in the office, and 10 contractors and 200 site volunteers in the field, you will experience the joy of building one of the top folk music festivals on the planet in a fun and supportive environment.

Responsibilities

- Approve site layout plan for all operational areas including performance stages
- Arrange site production schedule, coordinating tents, plumbing electrical, fencing, staging, carpentry and the arrival and departure of all supplies and equipment
- Supervise production staff and summer students
- Maintain good relationships with site crew and enhance volunteer experience while coordinating site crew
- Maintain relationships and build new relationships with suppliers, contractors, and sponsors
- Look for improvements in all areas, and ensure the repair and storage of existing site capital assets
- Negotiate service contracts and manage production budget
- Coordinate with E.P.S, Fire Department, Security, Health Inspectors, and act as emergency coordinator for the festival and ensure safe working conditions for the site crew
- Build strong relationships with coordinators of other crews that operate on site
- Due to the rate of change in the festival business, some flexibility is required

Qualifications and Skill Requirements

- Production experience with other festivals or major public events
- Project management skills
- Creative and resourceful problem solver
- Ability to work under pressure
- Excellent verbal and written communication skills
- Proficient in Google Suites
- Experience managing budgets
- Experience managing people
- First aid training, trades related certificates, familiarity with OH&S policy and procedures, and experience in emergency management considered an asset

We offer

- Competitive salary of \$65,000 – \$75,000, and access to health benefits
- Support staff and volunteers
- An investment in your personal and professional growth
- A commitment to providing a safe and transparent working environment
- Flexible home/office work situation

EFMF is strongly committed to equity and diversity within its community. We welcome and encourage applications from all religious backgrounds, persons of colour, all genders, Indigenous/Aboriginal persons, persons with disabilities, and others who can contribute to the diversification of our community. Interested candidates are encouraged to submit a resume and cover letter to **careers@edmontonfolkfest.org** by Friday, November 25, 2022.

Thank you for your interest in The Edmonton Folk Music Festival. We only contact those candidates selected for interviews.