



**SUMMER JOB OPPORTUNITY  
PRODUCTION ASSISTANT  
Regina Folk Festival Inc.**

The Regina Folk Festival is looking to fill one summer position: Production Assistant (PA). As an integral member of Regina Folk Festival's dynamic team, the PA will assist with all aspects of the Regina Folk Festival organization, including the year-round concert series, and outreach program, with a focus on the annual Festival taking place August 9<sup>th</sup> to 11<sup>th</sup>, 2019. The PA's main responsibilities will primarily be to assist the Volunteer & Communications Manager and the Production Manager with their day-to-day duties, and managing volunteer and site-related projects. During the Festival, the PA will assist on the Site Crew for Festival's set-up, maintenance, tear-down, and volunteer management. The PA will work with all of the members of the RFF team.

**APPLICANT ELIGIBILITY:**

- must be between 15 and 30 years of age at the start of employment;
- must be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- must have a valid Social Insurance Number at the start of employment, and be legally entitled to work in Canada.

International students are not eligible for this position.

Along with other full-time staff, the PA will work in a safe, healthy and supportive workplace environment consistent with Sask Labour standards of practice. The position will be 35 hours per week with occasional training sessions/meeting as well as extensive hours on festival week & weekend that fall outside of regular office hours. The position will be a minimum of 16 weeks and will start in late April or early May depending on availability.

**REQUIRED SKILLS, ABILITIES AND EXPERIENCE:**

- A post-secondary level education has been achieved or is being undertaken, preferably in business administration, arts, arts management, event management, and/or other related studies
- Extremely strong organizational skills and attention to detail
- Experience with event management preferred
- A love of music is beneficial
- Strong communication skills, both written and verbal
- Ability to conduct oneself in a professional manner
- Ability to work well with others and independently

- Ability to work long physical hours during the week of the event
- Experience working with and managing volunteers preferred
- Strong understanding of various social media platforms, including Instagram, Facebook, Twitter and Snapchat.
- Strong understanding of Apple products and the Microsoft Office software
- An interest in the promotion and development of arts and culture in Saskatchewan

**RESPONSIBILITIES INCLUDE:**

- General Office Administration including reception, filing, phone and email correspondence, ordering office supplies and equipment, meeting set up, database maintenance
- Workplan development and updates
- Assist the Volunteer & Communications Manager with volunteer-related duties
- Manage the volunteer communications program, including monitoring the online volunteer application form, conducting placement interviews, answering general inquiries, and becoming the first RFF point of contact with all volunteers
- Create and manage the volunteer schedules for a number of Festival Teams
- Assist the Production Manager with site-related duties, including logistical coordination, site sponsor accrurement, supplies database management, and managing the volunteer site crew
- Assist the Production Manager & Site Coordinators in the set-up, maintenance and tear-down of the Festival, and managing the volunteer site crew
- In coordination with the Event Assistant, manage pre-festival office volunteers for office support tasks
- Other duties as delegated by staff members

**Please submit your resume and cover letter, including references via email to [info@reginafolkfestival.com](mailto:info@reginafolkfestival.com). Deadline for applications is Monday, Feb. 25, 2019.**

Only those candidates chosen for an interview will be contacted. The positions may have potential for part-time year-round employment depending on availability and the candidate's school schedule.