



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

The Regina Folk Festival is looking to fill one summer student position: Event Assistant (EA). As an integral member of Regina Folk Festival's dynamic team, the EA 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 9th to 11th, 2019. The EA's main responsibilities will primarily be to assist the Finance & Resource Development Manager and the Sponsorship, Marketing, & Artist Coordinator with their day-to-day duties, and managing some vendor, volunteer, sponsorship, and artist related projects. During the Festival, the EA will act as a staff contact for a number of volunteer teams on site and will assist volunteers and other staff members to ensure their areas are well taken care of and running smoothly. The EA 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.
- A working knowledge of both English and French and a desire to improve your secondary language skills

International students are not eligible for this position.

Along with other full-time staff, the EA 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 is being undertaken in the semester before the summer position and the student will be returning to university in the semester following the summer position, 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 Finance & Resource Development Manager with finance-related duties
- Assist with vendor contracting, payments, liaisons, and mapping for the RFF Vendor Town as part of the Festival
- Act as a staff contact for a number of volunteer teams leading up to and during the festival
- Assist with 50th Anniversary projects
- Assisting communications with French artists, and communities in the province
- Assist the Sponsorship, Marketing, & Artist Coordinator with sponsor and artist related duties
- In coordination with the Production 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. 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.