



Position: SS1 - Festival Assistant Coordinator – Summer Solstice Indigenous Festival

Contract Term: Desired 26 weeks **Anticipated Start Date:** Feb. 17, 2020 **End Date:** Approved to the Province of Ontario's current fiscal year-end on March 31, 2020. Desired additional weeks, ending August 14, 2020, is pending the approval of Ottawa Festivals' fiscal year (2020-2021) JCP application with the Province.

Work Schedule: Full time, 4 business days per week (32 hours)

Office Location: Westboro

Job Summary: Reporting to the Operations Manager, will assist the Festival team with coordination and administration for the festival registration including: artisan organizations, food vendor booths and registration for students/teachers for Education Day.

The Opportunity:

- Respond to emails and inquiries regarding the festival
- Support the Education Day, volunteer, vendors and artist's/performers registration process by ensuring correct information is submitted for online process
- Assist in preparing contracts for artists/performers and booking travel and accommodation if applicable
- Assist in preparing the workshop schedule for Education Day
- Recruit volunteers and prepare the volunteer schedule for the festival
- Submit accepted vendor applications to Finance for payment processing
- Prepare a detailed list of logistical needs for registered participants
- All other related duties and troubleshooting as required on site
- Disseminate and collect the festival feedback survey from the volunteers, teachers, sponsors and artisans/vendors

Skills and Qualifications Required:

- You have a high school diploma or higher level of education
- You are computer literate – Google Docs, Microsoft, office equipment
- You are organized, work well under pressure, and take on projects simultaneously and autonomously; you're a people person
- You are professional and punctual; have excellent phone and interpersonal skills; strong written and oral skills in English
- If you have French language skills both are a bonus, not required but good to know!

Additional Qualifications Required:

Eligible to participate in Ontario's Job Creation Partnership (JCP) program by meeting the following criteria:

- You are a resident, living in Ontario
- You are not a full time student (part time students are eligible)
- You are not leaving employment to participate (working less than an average of 20 hrs/week is considered unemployed)
- You also must meet, and provide documentation for, at least one of the following criteria:
 1. Previously employed in Canada in any five of the last ten calendar years and earned income in excess of \$2000 in each year, OR
 2. Previously established an Employment Insurance benefit claim (regular benefits within the last three years or maternity/parental within the last five years)

Remuneration:

\$17.50 per hour for 32 hours per week - \$560 (gross per week) provided by the Province of Ontario.

What's next? Forward your resume and cover letter to jobs@ottawafestivals.ca. Please note, only selected candidates who meet the JCP eligibility criteria will be contacted for an interview; applicants must indicate how they meet the eligibility in their email and/or cover letter. To learn more about the JCP program please visit: <http://www.ottawafestivals.ca/jobs/jcp-overview/> Accommodations are available on request for candidates taking part in all aspects of the selection process.