



Job Description

Position Title: Programs and Performer Services Assistant (PPSA)

Term: April 3 - July 28, 2023 – Full Time

* Some Part-Time Hours in April can be accommodated

**Additional Evening/Weekend hours as required

Job Summary:

The PPSA will provide administrative and operational support to the Artistic Department of the Winnipeg Folk Festival. This includes support for all performer services and artistic programs including the 2023 Festival including the STINGRAY Young Performers Program.

Specific Responsibilities:

- Delivery of the 2023 STINGRAY Young Performers Program, including application and information management, program logistics (venue, food and beverage, supplies and equipment), participant correspondence etc.;
- Assistance to the Winnipeg Folk Festival Artistic Department for all activities; including on-site support, performer logistics, payroll/payment processing, and third-party bookings;
- Assistance with coordinating performers' transportation including city/airport permits and hotel arrangements.
- Organization and assistance with Family Area program animators and community groups;
- Administrative assistance to all Artistic Department volunteer crews;
- Preparation of text and materials for website updates, applications, and program book production
- Administrative support to the Artistic Department as required.
- Assistance with any special events
- Assistance with Music Store preparations as required
- Report writing, including a final report with suggestions for improvement.

Qualifications & Assets:

- Experience in administration and organization required;
- Proficiency in Microsoft Office (Excel, PowerPoint etc);
- Ability to work independently and to manage multiple tasks simultaneously.
- Creative and resourceful problem solver;

- Training in administration and program/event planning or hospitality is desirable.
- Ability to work calmly and politely under pressure;
- Attention to detail;
- Experience with event management databases an asset
- Familiarity with Microsoft Sharepoint platform is an asset

Work Schedule:

The hours of work are generally 9:00 AM to 5:00 PM, Monday to Friday, a 35-hour week with a one-hour unpaid lunch. There is evening and weekend work meeting with volunteer crews and contract staff. To facilitate this, the Winnipeg Folk Festival works with staff to provide reasonable levels of flexibility.

Vehicle Requirements:

Valid Class 5 driver's license and access to a personal automobile an asset.

Please send resume and cover letter by **March 13, 2023** to:
mhamill@winnipegfolkfestival.ca with PPSA in the subject line.

We thank all who apply however only those selected for further consideration will be contacted.