

Assistant, Pavilion Support Team (term)

The Folklorama operations team requires additional staff to support the activities leading up to, during, and after the Festival. As a member of the Pavilion Support Team, the Assistant reports to the Supervisor, Pavilion Support Team and is responsible for all areas related to the servicing of Festival Pavilions, technical and administrative support for digital ticketing, logistics specific to marketing programs, special events, partnership implementation and inventory management.

Term of employment: 3 Positions are available as follows:

- June 12th to September 1st, 2023 (12 weeks) – One Position
- July 3rd to September 1st, 2023 (9 weeks) – Two Positions

Schedule is 35 hours per week Monday through Friday. Rate of pay is \$16.00 per hour plus 4% vacation pay. Extensive overtime may be required during the weeks of the Festival; must be available evenings and weekends.

Primary Accountabilities

- Under the direction of the Supervisor and collaboration with other team members, execute weekly critical path duties and logistics for effective delivery of all Festival initiatives.
- Conduct pick-up, maintenance and return of all Festival vehicles.
- Support Coordinator, Community Relations & Partnerships on execution of partnership benefits to Festival partners.
- Supporting the Marketing Team with distribution of Travel Guide to various locations around the city and some rural locations outside the perimeter.
- Support preparation of accurate pre- and post-Festival inventory reports to Folklorama Accounting department.
- Assisting Supervisor, Pavilion Support Team in preparing sales and return orders to ensure the accurate tracking of inventory.
- Preparing and efficiently managing Pavilion distribution packages between the Folklorama office, Festival Pavilions, and other event venues. Accurately tracking inventory of these items (digital ticketing equipment, Festival signage & Partnership signage).
- Maintaining open and clear communication channels between the Folklorama office and Festival Pavilions by sharing information in a timely manner. Assistants will be assigned Pavilion's to manage over 2-week Festival.
- Assisting the Coordinator, Member & Festival Services to ensure digital ticketing equipment is delivered in a timely manner.
- Working closely with the Coordinator, Member & Festival Services, digital ticketing provider and volunteers at the Pavilion level to assist with digital ticketing technical support. This includes equipment set-up, troubleshooting throughout the Festival and dismantling.
- Supporting the returns process post-Festival, preparing return orders, cleaning signage and equipment and ensuring all is properly inventoried.



- In collaboration with team members, documenting recommendations and best practices on all areas of responsibility at the end of the term of employment.
- Other duties supporting Festival activities as assigned by the Supervisor, Pavilion Support Team, Director, Festival Operations & Partnerships, and the Executive Director.

Qualifications

- Education & Experience
 - Must have a minimum high school diploma; enrollment in post-secondary studies will be considered an asset.
- Credentials
 - Must have valid Manitoba Class 5 driver's license and a clear driving abstract as driving is a key job component of this position.
 - Applicants must be over 18 years of age to meet insurance requirements for driving company vehicles and be comfortable in driving a mini-van.
- Abilities & Skills
 - Must be able to lift up to 30 lbs unassisted on a frequent basis (boxes, equipment, signage)
 - Comfortable in learning and working with technology (e.g. smartphones, tablets, digital ticketing equipment).
 - Time management skills; ability to coordinate and prioritize multiple assignments in a fast-paced environment.
 - Strong attention to detail, logical thinking, ability to troubleshoot.
 - Active listening, empathy, clear communication, conflict resolution.
 - Positive leadership attitude.

If you are interested in joining the Folklorama team as a summer intern and have the experience, education, qualities, and passion to work for one of Winnipeg's premier arts and cultural organizations, please forward a cover letter indicating where you saw this position posting, a resume and, three references by **Friday, March 17, 2023, at 5:00 pm** to:

Kim Morphy (she | her)
Director, Festival Operations & Partnerships
Folklorama
c/o postings@folklorama.ca

Folklorama is committed to equity, diversity, and accessibility in the workplace. We strive to have a team that reflects our mission and mandate, and encourage diverse abilities, cultures, identities, languages, and perspectives. Folklorama encourages candidates to speak to this in their application. Applicants should identify if they require accommodation during the competition process on a confidential basis. Thank you to all applicants for your interest however only those selected for an interview will be contacted.