



Supervisor, Pavilion Support Team (term)

The Folklorama operations team requires additional staff to support the activities leading up to, during, and after the Festival. The Supervisor, Pavilion Support Team reports to Folklorama's Director, Festival Operations & Partnerships and is responsible for all areas related to the servicing of Festival Pavilions, logistics specific to marketing programs, special events, partnership implementation and inventory management. The incumbent also supervises three (3) Pavilion Support Assistants who start in mid to late June.

Term of employment is June 5 to September 1, 2023, 35 hours per week Monday through Friday. Extensive overtime may be required during the weeks of the Festival; must be available evenings and weekends. Workdays will be adjusted as required to meet the demands of the role. Please further note that the term of employment is non-negotiable and that Folklorama is unable to consider candidates who are not available for the entire duration of the term.

Primary Accountabilities

- Overall coordination of seasonal team schedules, critical path and logistics for effective delivery of all Festival initiatives.
- Supervising and providing support and guidance to three (3) seasonal team members.
- Coordinating pick-up, scheduling, maintenance and return of all Festival vehicles
- Preparing accurate pre and post-Festival inventory reports to Folklorama Accounting department.
- Communicating with Pavilion representatives and organizing the servicing of Pavilions in a timely manner. Supervisor and assistants will be assigned Pavilion's to manage over 2-week Festival.
- 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)
- Working closely with the Coordinator, Member & Festival Services to ensure digital ticketing equipment is delivered in a timely manner and assisting with onsite troubleshooting through the Festival.
- Assisting Coordinator, Member & Festival Services as well as accounting team with Pavilion admissions end-of-day summary.
- Support Coordinator, Community Relations & Partnerships on execution of partnership benefits to Festival partners.
- Documenting recommendations and best practices on all areas of responsibility at the end of the incumbent's term of employment.
- Other duties supporting Festival activities as assigned by the 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.
 - Previous experience scheduling and supervising staff is 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 21 years of age to meet insurance requirements for driving company vehicles and be comfortable in driving a minivan
- 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).
 - Proficient in Microsoft Office and Excel.
 - 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 staff 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 posting, a resumé and three (3) work related references by **Monday, April 3, 2023 at 12:00pm to:**

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

Any and all offers of employment made will be subject to completion and submission of a satisfactory criminal record and child abuse registry check.

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.