

Harvest Jazz & Blues Festival  
Student Work Term, June 12<sup>th</sup> – September 17<sup>th</sup>, 2017



The Harvest Jazz & Blues Festival is seeking a highly motivated student to fill the role of **Marketing & Production Assistant** for the 2017 Festival. Reporting jointly to the **Managing Director** and the **Marketing & Development Manager**, the Marketing & Production Assistant will contribute to the planning and organizing of Festival marketing and production deliverables throughout the summer, as well as the execution of on-site activities during the Festival. Bilingualism is an asset, as are: proven experience with social media marketing, a working knowledge of Harvest, a love for music, and a strong independent voice.

**We are seeking an individual with the following qualifications:**

- Strong written and verbal communications skills; creative and/or copy writing a must
- Ability to multitask and meet tight deadlines in an extremely fast paced environment
- Experience with social media management and marketing and their applications in a professional setting
- A highly organized, self-starter with a strong work ethic who possesses the ability to work independently and with a team
- Flexible schedule, leading up to and throughout the week of Harvest (September 12-17)
- Experience in Photoshop and Illustrator are considered an asset
- **Must be a current full time student planning to return to full time studies in the fall**
- Preference given to students enrolled in Marketing and/or the liberal arts

***Key responsibilities include, but are not limited to:***

- Developing social media content and managing/monitoring the organizations social media accounts (Facebook, Instagram, Twitter)
- Assisting with the development, distribution and execution of Festival promotional materials and plans
- Assisting in planning and coordinating logistics for all Festival concerts and workshops
- Growing and engaging the Festivals audience through social media channels
- Assisting in development and execution of store promotional plans, merchandise tracking and inventory management

***Contact Information***

- Please submit a cover letter and resume to the attention of Lucas Hicks, Managing Director, by email: [lucas@harvestjazzandblues.com](mailto:lucas@harvestjazzandblues.com) (if you have received a student voucher for the SEED program, please indicate this on your application)

We thank all applicants for your interest, but only those selected for interviews will be contacted.