

Harvest Jazz & Blues Festival
Student Work Term, June 12 - Sep 17th, 2017



The Harvest Jazz and Blues Festival is seeking a highly motivated student to fulfill the role of **Operations Assistant** for the 2017 Festival. Reporting to the **Operations Manager**, the Operations Assistant will assist with the planning, organizing and managing of Festival operations and ensure the successful delivery of the event. Bilingualism is an asset, as is prior experience in festival/event management and/or operations.

We are seeking an individual with the following qualifications:

- Extraordinary organizational skills, ability to coordinate and manage multiple projects, priorities and requests simultaneously in an extremely fast paced environment
- Strong communication skills, ability to relay information between multiple parties
- Strong work ethic and interpersonal skills
- Comfortable working irregular hours in an office environment and outside at the various tent venues
- Ability to lift 15lbs and be on your feet for several hours at a time
- Detail oriented, self-starter with the ability to work without supervision
- Proficient in Microsoft Office (Word, Excel and Power Point)
- A flexible schedule, leading up to and throughout the week of Harvest (September 12-17)
- **Must be a current full time student planning to return to full time studies in the fall**

Key responsibilities include, but are not limited to:

- Planning and delivery of the Street Closure program before and during the festival
- Assisting with the Coordination and delivery of festival plans for:
 - Vehicle needs and rentals; Parking
 - Communication devices and associated information
 - Planning sessions
 - Signage, venue permits
 - Management of contracted labour and suppliers
- Administrative duties including: database input, answering phones, responding to public inquiries, inventory and event supply orders
- Maintaining and tracking supply needs and Harvest inventory pre- festival
- Assisting/Leading other projects as directed by the Operations Manager

Support to Committees:

- Assisting the Patron Experience Committee with pre-festival planning
- Supporting the Infrastructure Committee with Planning & Event time duties
- Overall support for committee meetings and event planning sessions

Contact Information

- Please submit resume and cover letter to the attention of Lucas Hicks, Managing Director by email: 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.