



FestivalsKelowna

Job Description & Performance Expectations

Position: Festivals Kelowna Event Assistant

Background:

Festivals Kelowna is a non-profit society that produces award-winning, free, outdoor programs and events including Parks Alive!, the Kelowna Buskers Program, Celebrate Canada Day – Kelowna, Buskers on Bernard, Pianos in Parks, Arts on the Avenue, and New York New Years.

We proudly work with the City of Kelowna, our major funder and a key supporter of community-focused, accessible, cultural festivals and events to animate our parks and public spaces.

Check out our activities at www.FestivalsKelowna.com or connect with us on facebook, Instagram, and twitter.

Major Responsibilities:

Working alongside the Parks Alive! Program Assistants, the 'Festivals Kelowna Events Assistant' has similar event duties but will focus on "Pianos in the Parks", the "Kelowna Buskers Program", "Buskers on Bernard", and "Arts on the Avenue". The position will also provide other event support as needed including "Celebrate Canada Day-Kelowna".

Skills:

- Super organized, detail-oriented, able to prioritize tasks and follow through to completion
- Superior oral and written communication and public relations skills (i.e. speaking with public)
- Creative/artistic skills an asset (i.e. painting & drawing – you help decorate the pianos)
- Healthy; able to lift and carry various event equipment
- Able to work flexible hours during key event months of June to August (i.e. evenings and weekends)
- Must be a proficient computer user, specifically Microsoft Office based programs.
- Experience with event planning and co-ordination, or have transferable skills to match (volunteer is acceptable)

Personality Strengths:

- A warm, friendly, mature personality who understands diplomacy in all situations
- A creative, responsible self-starter and a motivated, independent worker
- Calm under pressure
- A wacky sense of humour helps if you work here

Duties and Key Tasks:

- Execution and management of select programs including managing the project budget within defined parameters
- Working with other Festivals Kelowna staff as relates to publicity and promotion, activity programming, coordinating volunteers, and community partnerships.
- Connect with community groups and individuals for the purpose of collaboration on our programs
- Support with prep, design, and painting of public pianos pre-season, and maintenance during summer
- Assisting with Kelowna Buskers Program application process from auditioning Buskers through to issuing permit
- Ensuring performers with special requirements or performance requests have been addressed and forwarded to the appropriate person (i.e. Program Coordinator, sound technicians)

.../2



("Duties" continued)

- Liaising with sound and other production technicians prior to, during, and following events
- Set-up and tear down of event sites including signage, tents, tables, stage decor, etc.
- Respond to public inquiries about program while onsite
- Take photographs of events for promotional use
- Provide ED with event information for media releases and event listings in a timely manner according to established timelines
- Prepare detailed written reports according to established timelines for each project (i.e. performer evaluation, event evaluation, recommendations for improvement, etc.)

Job Relationships and General Accountability:

- The FK Event Assistant will report on a daily basis to the Festivals Kelowna Executive Director
- In the absence of the E.D., the FK Event Assistant will be directed by the Project and Program Coordinators
- The FK Event Assistant's schedule will be set by the Executive Director

Compensation:

The position is a full-time, term position starting approx. May 16th, 2022 and runs to approximately August 15th, 2022 (with possible extension if needed) with an average of 35 hours a week. The wage is \$15.65 an hour plus statutory employment benefits (i.e. vac pay, E.I. , C.P.P.). Once the core program is underway attendance at the various events will require a flexible work schedule of both daytime and evening hour and may (rarely) include some split shifts.

Eligibility:

This position is partially funded by a student grant program. To be eligible you must be under the age of 30 and a Canadian resident, thus eligible to work in Canada.

To apply email or drop off a resume to:

Renata Mills, Executive Director
Festivals Kelowna
Suite 100 – 1680 Water Street
Kelowna, BC V1Y 8T8
Email: RMills@FestivalsKelowna.com P. 250-868-3326

NOTE: our building is locked so if dropping off a hard copy please do so between 12pm and 4pm. Best to call ahead to ensure someone will be in the office to receive you at 250-868-3307 or 250-868-3326

Application deadline: 4:00 p.m., Friday, May 6th, 2022



Winner for Excellence in Arts & Entertainment



A production of **Festivals**Kelowna

Suite #100 – 1680- Water Street, Kelowna, BC V1Y 8T8