



PARKS ALIVE!

Job Description & Performance Expectations

Position: Parks Alive! "Student" Program Assistant(s)

Parks Alive! is an award-winning, community-focused program that has produced live entertainment and other arts-based entertainment in Kelowna's parks and public spaces during the summer months since 1997.

The purpose of Parks Alive! is to offer Kelowna's citizens and visitors an animated environment in the parks through cultural activities, and to provide a platform to showcase a dynamic arts and culture industry.

Our venues change annually but include such parks as Whitman Glen in Glenmore, Sarsons Beach in the Mission, Knowles Park, Ben Lee Park in Rutland, Waterfront Park, Kerry Park, specific sites within City Park, as well as other public spaces including the walkways and adjacent areas linking these parks to the community.

Parks Alive! is a production of Festivals Kelowna, a non-profit society responsible for the management and delivery of Celebrate Canada Day – Kelowna, Arts on the Avenue, the Kelowna Buskers Program, Pianos in the Park, New York New Year's Eve, and working collaboratively with other Kelowna festivals and events. Check out our activities at www.FestivalsKelowna.com, or connect with us on Instagram @FestivalsKelowna, facebook, and twitter @parksalive.

Major Responsibilities:

The Parks Alive! Program Assistant(s), under the guidance of the Executive Director, work together to develop and implement the annual Parks Alive! Entertainment program. Two Program Assistants will be hired and their responsibilities include booking performers within budget guidelines, execution and management of assigned concert events, onsite sponsorship liaison, and working with other Festivals Kelowna staff as relates to publicity and promotion, activity programming, volunteer recruitment and community partnerships for their Parks Alive! events.

The Program Assistant(s) will assist or take the lead on developing and managing such events as the Parks Alive! Power Stage at Canada Day, and 2 Parks Alive! concert series including the Wednesday Night Showcase and the Theme Weekend Series. They will also be asked to assist with the audition process for the Kelowna Busker's Program all summer, as well as providing assistance for "Arts on the Avenue", a one-day visual arts festival.

Skills:

- Organized, detail-oriented, and flexible regarding tasks assigned
- Superior oral and written communication and public relations skills (i.e. speaking in public)
- Able to prioritize tasks and follow through to completion
- Calm under pressure; leadership skills
- Must love music! Are able to objectively assess and appreciate a variety of musical genres
- 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)
- Experience with event planning and co-ordination, or have transferable skills to match (volunteer is acceptable)
- Must be a proficient computer user, specifically Microsoft Office based programs.
- Social media experience an asset (i.e. Instagram, facebook, twitter)



A production of **FestivalsKelowna**

Unit 100 – 1680 Water Street Kelowna, BC V1Y 8T8

("Parks Alive! Program Assistant" job description cont.)

Personality Strengths:

- A warm, friendly, mature personality who understands diplomacy in all situations
- A creative, responsible self-starter
- A motivated, independent worker and able to kick it into high gear when things get busy
- Willing to roll up their sleeves and pitch in to help another team member when needed
- A great sense of humour that may lean to the wacky

Job Relationships and General Accountability:

- The Parks Alive! Program Assistant(s) will report on a daily basis to the Festivals Kelowna Executive Director.
- In the absence of the E.D., the Program Assistants will be directed by the Program Coordinator.
- The Program Assistant(s) work schedules will be set by the Executive Director.

Compensation:

This position(s) is a full-time, term position(s) starting May 16th, 2022 running to August 27th, 2022 with an average of 35 hours a week. The wage is \$15.65 an hour plus statutory employment benefits. Once the core program is underway, attendance at the various events will require a flexible work schedule of both daytime and evening hours, and may include some split shifts (rarely but it could happen).

Eligibility:

These positions are partially funded by a student grant program and we are currently awaiting grant approval. 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: Friday May 6th, 2022



Winner for Excellence in Arts & Entertainment



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