



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 activities in Kelowna’s parks during the summer months since 1997.

The purpose of Parks Alive! is to animate parks and other outdoor public spaces through cultural experiences for Kelowna’s citizens and visitors, and to showcase our 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, 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, Pianos in the Park, New York New Year's Eve, as well as other Kelowna festivals and events. Check out our activities at www.FestivalsKelowna.com or connect with us on Instagram or facebook via @FestivalsKelowna and Instagram @FestKelowna.

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.

The Program Assistant(s) will assist or take the lead on developing and managing the Parks Alive! Power Stage at Canada Day and two Parks Alive! concert series, the Wednesday Night Showcase and the Theme Weekend Series. They will also be asked to assist with “Arts on the Avenue”, 2 single day visual arts events.

Skills:

- Organized, detail-oriented, and flexible with assigned tasks
- 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; demonstrate leadership
- Must love music! Are able to objectively assess and appreciate a variety of musical genres
- Healthy; able to lift and carry event equipment (i.e. tables, chairs, totes)
- Able to work flexible hours during key event months of June through August (i.e. evenings and weekends)
- Must be a proficient computer user, specifically Microsoft Office based programs.
- Social media account management (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 as needed
- 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, 2024 running to August 24th, 2024 with an average of 35 hours a week. The wage is \$17.40 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 staff are often in meetings so if dropping off a hard copy please call ahead to ensure someone will be in the office to receive you at 250-868-3307 or 250-868-3326

Application deadline: Wednesday April 17th, 2024



Winner for Excellence in Arts & Entertainment



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