



## **Vancouver Folk Music Festival Society**

230 - 275 East 1st Avenue  
Vancouver, BC | V6H 1K2  
604.602.9798  
info@thefestival.bc.ca  
www.thefestival.bc.ca

## **Operations Assistant**

**Hourly Wage Rate: 13.00**

**Number of Weeks: 9**

**Number of Hours per Week: 40.00**

**Start Date: June 23**

### **Job Description**

Working with the Operations Manager, the Operations Assistant will provide support in the areas of accounting, vendor management, festival logistics and special event planning leading up to and following the 2017 Vancouver Folk Music Festival mid-July.

### **Qualifications**

Database management experience

Strong attention to detail

Excellent command of Microsoft Office

The ability to work and excel in a fast-paced environment

Proficiency in all common place office technologies

Creative and positive attitude

Experience in nonprofit event planning an asset

Completion of first-year university or college, with a focus on business administration or events management.

This position is funded by Canada Summer Jobs. Eligible candidates are required to:

- Be legally entitled to work in Canada;
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Be between 15-30 years of age at the start of employment
- Be a full-time student who is returning to full-time studies in the fall
- Be willing to commit to the full duration of the work assignment
- Not have another full-time job
- Not be attending full-time classes while carrying out this job

How to Apply:

Send resume and cover letter to

Vancouver Folk Music Festival Society

by email to [employment@thefestival.bc.ca](mailto:employment@thefestival.bc.ca) (please put "Operations Assistant" in the subject line)