



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

Special Events 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 Artistic Director and the Artistic Department the Special Events Assistant will support in the planning and execution of several “special events” outside of the three day festival including; a festival launch party, 40th Anniversary celebrations, outreach concerts, art projects, and a Canada 150 celebration concert of iconic Canadian songs.

The Special Events Assistant will support in booking venues, production and catering for events, issuing and receiving contracts, collection of archive materials for display, community outreach, research and collaboration with local choirs and visual artists, maintaining databases, directing and supporting volunteer teams, and overall event coordination.

Qualifications

Experience in nonprofit event planning

Proven leadership/project management abilities

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

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 (please put “Special Events Assistant” in the subject line)