



## **Administrative Coordinator, Vancouver Folk Music Festival**

The Vancouver Folk Music Festival Society is looking for a motivated team player with superior administrative and interpersonal skills to join the Festival as the Administrative Coordinator. Reporting to the General Manager, the Administrative Coordinator provides day-to-day support to the General Manager and is responsible for providing general operational administrative support to the Festival.

### **Job Duties and Responsibilities:**

- Work with the General Manager to coordinate Festival logistics including: parking and control permits, various levels of festival passes and badges, and medical team requirements.
- Manage the delivery and receipt of all vendor contracts. Coordinate with vendors for payment processing, contract follow-up, and insurance information.
- Prepare correspondence (emails, letters etc..) format reports, assist with grant applications, answer calls, greet visitors, manage mail and manage the filing system
- Maintain and manage the donor database including: data-entry, tax receipts, thank you cards / emails
- Provide financial administrative support through processing and documenting payments, and preparing reports / gathering information as needed by the General Manager
- Coordinate with the General Manager and/or Artistic Director to ensure all sponsorship and donor communications are delivered timely and efficiently.
- Box office administration including; managing phone line, ticket orders, general inquiries and supplies during the off-season (September – May).
- Update and maintain the website and social media sites as required
- Provide additional support to the Artistic Director and Artistic Associate as needed
- General office organization; ordering supplies, maintaining passwords/alarm codes, etc.
- Other duties as required.

### **Qualifications**

- Strong organizational and decision making abilities to ensure priorities are established and met.
- Strong interpersonal and customer service skills with the ability to communicate in a respectful and professional manner.
- Ability to work both independently and as part of a team.
- Proven ability to multi-task in a fast-paced environment.
- Proven skill in time management, organization, accuracy and attention to detail.
- Excellent verbal and written communication skills.

- Intermediate to Advanced skill level in MS Outlook, Word, Excel and PowerPoint; and experience using Filemaker or similar database program an asset.
- Experience managing and updating websites and social media accounts.
- Minimum 2 years' experience in an administrative role.
- Valid Class 5 Drivers Licence for the Province of British Columbia
- Ability to flex hours; evening and weekend may be required

**Join our team!**

The Vancouver Folk Festival offers an engaging, dynamic and creative work environment. We also offer a flexible work schedule and a central office located in Vancouver's trendy Mount Pleasant neighbourhood – easily accessible by bike, transit and car.

Anticipated start date for this position is as soon as possible. To view the full job description please visit <http://thefestival.bc.ca/employment/>

**To apply, please submit your application by February 13, 2018 to [vmfjobs@gmail.com](mailto:vmfjobs@gmail.com)**