

Vancouver *Folk* Music Festival

468 – 411 Dunsmuir Street
Vancouver, BC V6B 1X4
(604) 602-9798
www.thefestival.bc.ca

Position: Administrative Intern

Organization: Vancouver Folk Music Festival

Website: www.thefestival.bc.ca

Application Deadline: September 2, 2011

Job Description

The Vancouver Folk Music Festival is seeking two seasonal full-time Administrative Interns beginning September 2011. The ideal candidates will love all genres of music and have strong organizational, communication, and interpersonal skills. Areas of focus may include marketing and publicity, performer services and artistic administration, development and fundraising, and box office and retail coordination. Must be comfortable working in MS Office – training will be provided in Filemaker and tixSys systems. A flexible schedule is necessary, as long hours and work on weekends are occasionally required. This internship serves interests in large-scale event operations, programming, and administration. Interns should be comfortable working on multiple tasks and assisting on ad-hoc project whenever needed.

Responsibilities

- Promotion and presentation of year-round concert calendar (including annual holiday fundraiser).
- Maintenance and development of social media outlets.
- Assist Administrative staff with data entry, performer and volunteer correspondence, completion of tax documents and grant applications, and other administrative tasks.
- Ticket sales and monitoring, management of retail inventories.
- Promotion and maintenance of membership program.
- General office support as required.

Qualifications

- Strong verbal and written communication skills.
- Organizational skills and strong attention to detail.

Term: 14 weeks

Salary: Unpaid internship

Start Date: September 2011

Send a resume and cover letter to employment@thefestival.bc.ca. Please list position title in subject line.

Or mail to: 468-411 Dunsmuir Street, Vancouver, BC, V6B 1X4

No phone calls please – only those short-listed will be contacted.