



## STUDENT JOB – PRODUCTION ASSISTANT

Dawson City Music Festival is looking for an energetic administrator to assist with various office and on-site duties for the 40<sup>th</sup> annual Dawson City Music Festival.

The successful candidate will assist with general office administration and production duties as assigned by the Executive Director. If you have administrative and event management experience, preferably in the arts, have a familiarity with festivals in general or DCMF in specific, and love Canadian music, we'd like to hear from you.

The successful candidate must be highly self-motivated, have excellent oral and written communication skills, preferably have festival and/or large-scale event experience (paid or unpaid), and be familiar with standard office computer applications (Word, Excel, Outlook). The ideal candidate is polite, organized, and eager to work in a fast-paced Festival environment.

The wage for this position is \$15.50 per hour. It is a 12 week position starting on or around Thursday, May 24th and is based on 35 hours per week.

Candidates must be willing to work flexible hours, including long hours prior to and during the festival, and both evening and weekend work will be required.

### Students who are eligible:

- are between 19 and 30 years of age;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- are Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible); and
- are legally entitled to work in Canada, according to relevant territorial legislation and regulations.

Please submit a résumé and cover letter, detailing your relevant experience and interest in the position.

**Résumés must be received at the festival office by 5:00 pm Wednesday, May 9th, 2018.**

Email resume in PDF format to: [info@dcmf.com](mailto:info@dcmf.com). For any questions about this position or the festival, please phone 867-993-5584 or email [info@dcmf.com](mailto:info@dcmf.com).

***We thank all those who apply and advise that only those applicants who are selected for an interview will be contacted.***

### JOB DESCRIPTION

TITLE:	PRODUCTION ASSISTANT
LOCATION:	DAWSON CITY, YUKON
REPORTING TO:	DCMF EXECUTIVE DIRECTOR
DURATION:	12 weeks @ 35 hrs. /wk.
COMPENSATION:	\$15.50

Some evening and weekend work will be required. Must be at least 19 years of age.



#### **CORE FUNCTIONS:**

Responsible for the development, organization, and execution of assigned production elements for the 40<sup>th</sup> annual Dawson City Music Festival. Assist with Festival production duties as assigned by the Festival's Executive Director and work closely with Executive Director and Volunteer Coordinator to accomplish the organization's goals.

Responsibilities include reception and general office duties; recruitment and coordination of food and craft vendors; scheduling and coordinating Emerging Artist Stage; festival program ad sales; assistance with box office preparation and database; managing inventory of the Association including tents and sound equipment; overseeing and scheduling equipment rentals; Social Media and Marketing; Media Accreditation; Assist Executive Director, Technical Director and contract technical staff as needed; and other duties as may be assigned by the Executive Director

A valid drivers license and experience with Wordpress and Adobe Creative Suite are considered assets.

Detailed follow-up and reporting will be a post-festival priority.

#### **OBJECTIVE CRITERIA:**

- Experience in festival and/or events environment
- Knowledge of volunteer work and non-profit organizations
- Proven experience working to deadline
- Demonstrable computer skills
- Availability and willingness to work flexible hours
- Must be able to lift and carry 50lbs

#### **SUBJECTIVE CRITERIA:**

- Energy and ability to fit in with a dynamic team working under pressure and with rapid timelines
- Ability to motivate others
- Knowledge and understanding of artistic and musical practices is an asset
- A win-win approach to problem solving
- Strong communication and customer relations skills
- Calm disposition under pressure
- Ability to cope with change, and assist others to do so