



## JOB POSTING

### PRODUCTION ASSISTANT

**Application Deadline:** May 10, 2024

**Location:** 802 3rd Ave, Dawson City, Yukon

**Start Date:** ASAP

**Term length and hours:** 12 weeks - 35 hours/week\*

**Compensation:** \$24.00/hour

**Reports to:** Executive Director

*\*Weekly hours may vary over the course of the contract. Some evening and weekend work will be required. A greater number of hours will be required in the lead up to and during the Dawson City Music Festival - July 19-21.*

#### THE OPPORTUNITY -

Dawson City Music Festival is seeking a **Production Assistant** for our upcoming summer season. This is your opportunity to work for one of Canada's most beloved music festivals and to learn what it takes to present world-class musicians in one of the world's most remote and unique festival environments.

Working in a highly collaborative environment, the Production Assistant is responsible for a wide range of production, administrative and logistical duties towards the successful presentation of the 46th annual Dawson City Music Festival - July 19-21, 2024.

#### ABOUT DCMF -

The first Dawson City Music Festival took place in 1979. It was an intimate, two-day affair among friends, comprising a jam session on a West Dawson farm and a dance at Diamond Tooth Gertie's. Quickly realizing that the Festival was too good a secret to keep, an enterprising band of local volunteers incorporated the Dawson City Music Festival Association in 1980.

Since then, "Canada's tiny, perfect Festival" has developed a reputation as one of the nation's premiere musical events, but its strengths have remained the same: unparalleled intimacy, grassroots spirit, fabulous Klondike hospitality, and the best concerts North of 60!



## POSITION DETAILS -

### ELIGIBILITY CRITERIA

All applicants must:

- Be between **15 and 30 years of age** at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

### DUTIES AND RESPONSIBILITIES

#### PRODUCTION

- Work closely with Executive Director, venue operators, and select team members to assess and meet production needs such as scheduling, equipment rentals, and infrastructure and signage installation
- Rent, purchase and organize equipment and supplies; organize and schedule deliveries, pickups and returns; track and document quotes, invoices, and receipts
- Work with the Executive Director to secure licenses and permits
- Assist in the management of DCMF venues and facilities, including performance venues and festival campground
- Help manage artisan and food vendor areas
- Modify the master production schedule and timeline to reflect accurate dates, times, and locations of production tasks; source load-in and strike schedules from Technical Director; build, maintain and troubleshoot daily schedules during the festival
- Review and complete other production tasks as required

#### TICKETING

- Implement ticketing procedures, policies and schedules
- Manage and operate ticketing and point of sales systems (Tickit.ca, iPad, Square etc.)
- Handle online and telephone payments and customer relations
- Manage and track all ticket sales, guest lists and compensated tickets



## OTHER

- Develop and/or modify a work plan and project tracking documents, populate reports, generate templates, and manage the Production Assistant Google Drive
- Work closely with DCMF staff post-festival to revise internal and external communication templates, application forms, agreements, website and festival program content for the 2025 season
- Monitor and maintain event-related equipment inventory
- Assist in the collection and collation of event surveys and data
- Assist and support the overall team as needed

## EXPERIENCE, SKILLS AND ABILITIES

### THE SUCCESSFUL CANDIDATE WILL

- Be passionate about music and the arts.
- Have experience producing, organizing, or leading events or programs or other relevant production or administrative experience (paid or unpaid experience is equally valued)
- Have experience working in Google Suite (Gmail, Docs, Sheets, Forms and Calendar), Zoom, Microsoft Office Suite, and other standard office applications
- Be able to follow direction and work plans, take initiative, and work with confidence, independence, and urgency
- Be quick-thinking and a calm, resourceful problem solver
- Be detail-oriented, highly organized and self-motivated with excellent time management skills
- Have excellent time management skills - comfortable working to multiple deadlines in a fast-paced environment
- Have strong verbal and written communication skills (including excellent phone and email etiquette)
- Be able to work with a broad demographic of people and be highly diplomatic with strong inter-cultural competency

### Additional Assets:

- Valid driver's license
- Ability to lift up to 40lbs
- Knowledge and understanding of artistic and musical practices
- Familiarity with Wordpress and Canva
- Experience using social media platforms (Instagram, Facebook, Twitter)



**TO APPLY-**

Please send a resume, a one page cover, and two professional references to:

**Corbin Murdoch, Executive Director**

**Re: Production Assistant Application**

**Email: [info@dcmf.com](mailto:info@dcmf.com)**

We will continue to accept applications until the position is filled. We will start interviewing candidates no later than May 10, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.