

GUELPH JAZZ FESTIVAL

202 – 6 Dublin Street South, Guelph, ON, N1H 4L5

519.763.4952 guelphjazzfestival.com

**GUELPH JAZZ FESTIVAL
ADMINISTRATIVE ASSISTANT, 2019
POST DATE: 1 MAY, 2019**

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| Job Title: Administrative Assistant | Total Hours of Work Available: 280 |
| Application Due Date: Friday 17 May, 2019 | Wage: \$14.00/hr |
| Duration: Exact work schedule to be determined. Start late May or early June until late Aug. Flexible hours available. | Grant That Funds this Position: Canada Summer Jobs Status: short-term, employee |
| Grant Restrictions: Candidate must be a university or college student intending to return to school in September 2018, age 30 or under, and not an international student. | |
| Job Location: Guelph Jazz Festival Office: #202 – 6 Dublin Street South, Guelph, ON, N1H 4L5, 519-763-4952 | |

Job Summary:

The Administrative Assistant (AA) will work closely with the Artistic and General Director (AGD) on many aspects of marketing and promotion for the Guelph Jazz Festival & Colloquium, to be held September 11-15, 2019. This position is 100% supported by the Government of Canada's Canada Summer Jobs program.

Qualifications:

- Previous marketing experience or education
- Knowledge of WordPress program
- Knowledge of social media
- Excellent organisational skills; able to work within deadlines; detail-oriented
- Proficiency in Microsoft Office programs and accessing the internet
- Able to work in small, busy, non-profit office setting
- Effective communication skills and able to work with a variety of people with enthusiasm
- Takes initiative; can work independently and is self-motivated
- Interest in music

Responsibilities, Activities, Tasks:

- Work closely with the AGD on all festival marketing materials and promotional activities
- Work with Volunteer Manager to distribute printed marketing materials by volunteers
- Under the direction of the AGD, ensure that accurate content is uploaded to website
- Help senior staff with social media accounts as needed
- Assist with media relations
- In conjunction with the AGD, determine what ads the festival will purchase, both in-kind and cash
- Work with AGD to ensure that CFRU and CIUT have recordings by and access to material about artists
- Manage newsletter including compiling and editing content plus scheduling deployment
- Maintain notes and a full database pertaining to all sponsors and advertising contacts
- Assist with survey in Market Square, if in Guelph during festival
- Prepare M.C. scripts
- Assist with all media releases

- Perform other duties related to marketing and promotion, as assigned

Work Conditions

The Administrative Assistant will work in the GJF office using a Festival computer or can use his or her own laptop. Scheduled hours of work will be flexible over the period between June and the end of the August. The AA will attend weekly staff meetings and make frequent reports to the AGD.

Additional Information:

The Guelph Jazz Festival is an equal opportunity employer, and encourages applications from women, Black, Indigenous and people of colour, people with disabilities, and people of diverse sexual orientations, gender identities, and gender expressions. Staff will be expected to adhere to the Festival’s Anti-Harassment and Anti-Discrimination policy.

How to Apply:

Please email cover letter and resume (in Word or PDF format) to info@guelphjazzfestival.com and put Administrative Assistant Application in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Applications must be received by 17 May, 2019.

Contact:

Scott Thomson
Artistic and General Director, info@guelphjazzfestival.com

Organisation Description:

The Guelph Jazz Festival is an annual event that presents the finest in creative improvised music programming. Now in its 26th year, the Festival presents music to inspire listeners and to invite them to hear the world anew. Based in the vibrant community of Guelph, Ontario, the Festival is one of the most provocatively enjoyable musical experiences anywhere. We strive to make unconventional music widely accessible to a broad audience through ticketed concerts, educational initiatives, and free programming.

Guelph Jazz Festival is committed to the following core values in all its activities:

Community

- We actively cultivate many community partnerships.
- We encourage artistic collaboration, teamwork, and volunteerism.
- We provide access with affordable ticket prices and free events.

Education

- We deliver educational opportunities for youth.
- We engage learners of all ages and abilities.

Innovation

- We encourage bold artistic ventures.
- We commission new works.
- We embrace innovative music-making approaches.

Diversity

- We consider creative music within a global context.
- We celebrate diversity in our programmes and our organisation.