

GUELPH JAZZ FESTIVAL

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

519.763.4952 guelphjazzfestival.com

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

Job Title: Production 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 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 2019, 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 primary responsibility of the Production Assistant (PA) will be to assist the Artistic and General Director (AGD) and Assistant Artistic and General Director (AAGD) with logistical and operational tasks related to bringing artists to the September 11-15, 2019 Guelph Jazz Festival & Colloquium, organise the GJF Around Town program, organise the Market Square raffle, and assist with administrative tasks. This position is 100% supported by the Government of Canada's Canada Summer Jobs program.

Qualifications

- Excellent organisational skills; strong attention to detail
- Proficiency in Microsoft Office programs, data entry
- Able to work in small, busy, non-profit office setting
- Effective verbal and written communication skills; works well with people
- Takes initiative, can work independently and is self-motivated
- Previous operations and/or administrative experience or education
- Interest in music

Responsibilities, Activities, Tasks:

- assist the AGD and AAGD to confirm and fulfill artist's contractual, travel, accommodation, technical and hospitality requirements
- create and maintain artist travel (ground & air) and accommodation charts
- coordinate foreign artist's tax waiver applications
- provide information emails and immigration letters to artists
- prepare artist packages
- organise the raffle: secure prizes, complete application, work with Coordinators and volunteers
- assist the AGD to organize the Guelph Jazz Festival Around Town program
- data entry
- organise festival cell phones
- perform other duties related to operations and administration, as assigned

Work Conditions

The Production 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 person:

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.