

GUELPH JAZZ FESTIVAL

202 – 6 Dublin Street South, Guelph, ON, N1H 4L5
519.763.4952 guelphjazzfestival.com

GUELPH JAZZ FESTIVAL • PRODUCTION ASSISTANT • POST DATE: 8 MAY 2023

Job Title: Production Assistant	Total Hours of Work Available: 280	
Application Due Date: Friday, 26 May, 2023	Wage: \$16.00/hr	
Duration: Exact work schedule to be determined. Start late June until late Aug. Flexible hours available.	Grant Funding this Position: Canada Summer Jobs	Status: short term, employee
Grant Restrictions: Candidate must be age 30 or younger at start of employment term, eligible to work in Canada, not an international student		
Job Location: Guelph Jazz Festival Office: 202-6 Dublin Street South, Guelph, ON, N1H 4L5 and/or remote work, to be discussed		

Job Summary

The primary responsibility of the Production Assistant (PA) will be to assist the Artistic and General Director (AGD) and other GJF staff with logistical and operational tasks related to bringing artists to the 2023 Guelph Jazz Festival (14-17 September) and assist with other administrative tasks. This position is supported by the Government of Canada's Canada Summer Jobs program.

Qualifications

- Excellent organisational skills; strong attention to detail
- Proficiency in Microsoft Office programs, Google docs, 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 and/or education
- Interest in music and, especially, the GJF

Responsibilities, Activities, Tasks:

- assist the AGD and other GJF staff to confirm and fulfill artist's contractual, travel, accommodation, technical and hospitality requirements
- create and maintain artist travel (ground & air) and accommodation charts (Google sheets)
- coordinate foreign artist's tax waiver applications
- help to coordinate artist advancing emails and immigration letters to artists
- help prepare artist packages and venue boxes
- assist the AGD to organize the Guelph Jazz Festival Around Town program
- data entry
- perform other duties related to operations and administration, as assigned

Work Conditions

The Production Assistant will work in the GJF office using a personal laptop or a GJF computer, if necessary. Scheduled hours of work will be flexible over the period between June and the end of the August. The PA will make frequent reports to the AGD and periodically attend staff meetings.

Additional Information:

The Guelph Jazz Festival is an equal opportunity employer, and encourages applications from women; those who are 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, with Production 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 26 May, 2023.

Contact person:

Scott Thomson
Artistic and General Director
info@guelphjazzfestival.com

Organisation Description:

The Guelph Jazz Festival is an annual autumn event that presents world-class live creative improvised music. Now in its 30th Anniversary 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.