



**Fort Langley Jazz & Arts Festival**

**Festival Operations Coordinator**

***Between May and end of July***

***Remuneration: 35 hours per week for 8 weeks, \$20.00***

Do you love live music and art and want to be involved in the community?

The Fort Langley Jazz & Arts Festival is seeking an Operations Coordinator for an 8-week, 35-hour week summer position at our fun and fabulous festival, July 26-28.

### **Main Purpose & Function**

The Operations Coordinator is an important role that will contribute to the successful coordination of the 2024 Fort Langley Jazz & Arts Festival. This is a great opportunity to gain valuable work experience in event operations, planning and coordination and customer relations.

The coordinator will work in collaboration with a great team of Festival staff and volunteers. This is a position that requires organizational, problem solving, analytical and communications skills.

We believe this position is like no other! Our team of over 100 volunteers, in collaboration with staff host a multi-day festival. Together, we create a supportive and appreciative space for artists to collaborate and perform and a welcoming space for audience members of all ages and backgrounds to enjoy the performances, the art, the Festival, the Village and so much more!

### **Compensation**

This is an 8-week summer position of 35 hours/week between May and July with an hourly rate of \$20/hour. The start date is flexible.

## **Work Environment**

This is a combined in-person and remote position. Some pre-festival work and meetings can be done remotely. You must be available to work in-person.

## **Specific Duties & Responsibilities**

The Operations Coordinator is responsible for:

- Assisting with preparation of permits and applications, site maps and other materials
- Researching and sourcing materials and quotes from suppliers for services and materials
- Preparing a summary of signage requirements and locations
- Preparing move-in/move-out schedules for festival sites
- Coordinating and set-up of festival signage around the Village
- Assisting the Operations Director in communicating with site vendors and the volunteer coordinator to plan the setup and take down of infrastructure to ensure that all parties understand the expectations for delivery timelines and their roles
- Helping the Operations Director carry out the setup and takedown of infrastructure
- Looking after the two-way radios that will be used by volunteers and staff of the festival including charging, inventory control and training in the use of the radios
- During the festival, July 26-28, be available to assist the Operations Director in troubleshooting any issues that arise with any of the infrastructure at the sites.
- Other duties as assigned

## **The ideal candidate will have the following qualifications and experience:**

- Strong organizational, problem solving, analytical and communications skills
- Good research and writing skills with an ability to collect, write and summarize information
- Friendly and outgoing with good customer service skills
- Computer skills and experience working with Microsoft Office applications, google and social media channels
- Familiar and experienced with using Excel spreadsheets and GoogleDocs
- Work well independently, virtually and as part of a team
- An ability to multi-task, plan quickly and effectively, coupled with a flexibility to adapt to change
- Excellent time and personal management skills
- Be comfortable lifting up to 50lbs and able to be on their feet and mobile during the festival

## **Job Requirements**

**In-person attendance is required for some activities in advance of the festival and attendance at the festival, July 26-28 is mandatory.** Some evenings and weekend work will be required. You will need to provide your own computer hardware, software and cell phone.

We anticipate that this position will be supported through the Canada Summer Jobs Program. To be eligible you must meet the following criteria:

- be between 15 and 30 years of age
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If this sounds like a good fit for you, please send us your cover letter telling us why you would love to work with the festival team along with your resume by March 31 to [info@fortlangleyjazzfest.com](mailto:info@fortlangleyjazzfest.com).

Please include how you meet the Canada Summer Jobs requirement in your cover letter.

We look forward to hearing from you. We actively encourage applications from members of groups with historical and/or current barriers to equity.

## **About the Festival**

At the heart of the Fort Langley Jazz and Arts Festival, we aim to bring a festival experience like no other, with exceptional artists, extraordinary musical performances and visual art in a very special setting.

From July 26 – 28, 2024, for the 7<sup>th</sup> edition of the festival, we will continue to present expansive and inclusive programming featuring international, national, regional and local world-class musicians, youth and emerging talent, Indigenous art and culture along with art installations and exhibits. This programming will take place throughout the Village of Fort Langley and across multiple stages and venues and include both free performances and headliner ticketed shows.

For more information about the festival visit [www.fortlangleyjazzfest.com](http://www.fortlangleyjazzfest.com)