

**POTASHCORP
CHILDREN'S
FESTIVAL
OF SASKATCHEWAN**



**Building
Bridges!**
June 3 to 6, 2017

Only current and returning post-secondary school students are eligible to apply.

Join a tight-knit staff for a fast-paced six weeks of Festival preparation and activation!

PotashCorp Children's Festival of Saskatchewan
Production Assistant

Start date: May 1 2017 (flexible)
End date: June 9 2017

Length of job: 6 weeks, 40 hours per week (hours are flexible - evenings and weekends may be required), \$15/hour

Duties and Responsibilities:

- Stage Manage the "Big Top Stage" venue
- assist with the set up and tear down of the Festival site
- promote the Festival (hang posters, distribute handbills, etc.)
- distribute Festival information to local neighbourhood and community associations
- help to plan and manage logistics of school groups arriving and departing
- coordinate vendor contracts and artist merchandise
- coordinate performer hospitality before the Festival
- promote the Festival on Social Media during the Festival
- other duties as required

Qualifications:

- good communication skills
- attention to detail
- good planning and organizational skills
- ability to work independently
- able to carry 50 lbs
- works well with children
- required to pass a Saskatoon Police Service Vulnerable Sector Check
- a valid drivers license and access to a vehicle is preferred

Please email resume and cover letter to Rachel at gmchildfest@gmail.com by April 10, 2017.