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Event Coordinator

Join the only international arts festival for children in Saskatchewan for 8 weeks of fun and invaluable work experience! The Children's Festival of Saskatchewan is looking for two great candidates to be our Event Coordinators!

Start date: April 22, 2024

End date: June 14, 2024

Location: Saskatoon, SK

Length of job: 8 weeks

35 hrs/wk

\$16/hr

The Children's Festival of Saskatchewan is an arts-based festival where our children play and learn! We welcome thousands of eager children, parents, educators, and caregivers through our gates for a fun-filled four-day celebration of all things play! Our festival introduces children to cultural events, artistic experiences, engaging activities and diverse performances created just for them.

We are proud to be an inclusive festival, offering multicultural programming that embraces all orientations and abilities. Our festival is reflective of our great community and will always promote children's mental health while maintaining accessible programs for all children to play and learn together.

To learn more about the Children's Festival of Saskatchewan, visit: <https://childrensfestsk.ca/>

The successful candidates for this position will be invaluable members of the team who can help provide support based on their personal strengths and goals. The successful candidates for this position will work alongside the festival's Site Operations Coordinator, Volunteer Coordinator, Classroom and Community Coordinator and General Manager. This position is great for those interested in learning about all the moving parts that come together to create a great festival experience. This position is funded by Canada Summer Jobs, and applicants must be eligible to participate in the [Canada Summer Jobs](#) program.

Duties include:

- ♦ assisting with the Festival-in-a-Box Outreach program with the Classroom and Community Coordinator;
- ♦ along with the Volunteer Coordinator:
 - assisting in booking volunteers to work the festival's various venues
 - assisting with the volunteers' arrivals, meals, letters of recommendation, etc.
- ♦ along with the Site Operations Coordinator: setting up our festival site by assisting in the coordination of:
 - activity positioning;
 - performances;
 - artists' arrivals,
 - backstage technical requirements, etc.
- ♦ assisting with post-festival reporting and wrap-up;
- ♦ assisting with post-festival inventory management;
- ♦ other tasks as mutually agreed upon.

The ideal candidate will:

- ♦ be fluent in English (spoken and written);
- ♦ be outgoing, creative, professional, and trustworthy;
- ♦ have some experience working or volunteering for cultural organizations;
- ♦ be comfortable working alone and as a team;
- ♦ have experience with Google Workspace, social media;
- ♦ be comfortable communicating via email and Zoom;
- ♦ possess a valid driver's license; and access to a vehicle is preferred;
- ♦ be eligible to participate in the [Canada Summer Jobs](#) program.

The festival is committed to inclusive hiring practices, and we encourage the applications of persons of all abilities, cultures, and orientations.

Please submit a cover letter and resume directly to the General Manager, Kayla Rourke, at gm@childrensfestsk.ca. The deadline for applications is April 5, 2024.

