

JOB OPPORTUNITY AT THE EDMONTON JAZZ FESTIVAL SOCIETY

The Edmonton Jazz Festival Society is a charitable organization that promotes jazz in Edmonton through the presentation of the TD Edmonton International Jazz Festival as well as other outreach initiatives throughout the year. We are currently looking to expand our administrative team in 2020.

TITLE	Administrative Officer
REPORTS TO	Executive Director
WORKS WITH	Outreach & Development Manager, Festival Crew Members, Volunteers, Artist Liaison,
JOB PURPOSE	To participate in the development and administration of programs delivered year-round. To provide assistance with day-to-day office administration.

This position would be ideal for someone with course work and/or experience in:

- Arts and Cultural Management
- Event Management
- Administrative Support

Knowledge, Skills & Experience Required:

- Strong communication skills
- Excellent organizational skills
- Excellent computer skills
- Experience with social media an asset.
- Work well as part of a team and on your own.
- Experience working with volunteers. Supervisory experience an asset.

Duties include, but not limited to:

- Day-to-day administrative support
- Event Management responsibilities
- Minor accounting responsibilities
- Coordination of statistics and reporting
- Assistance with grant preparation
- Sponsorship stewardship support
- Assistance with development and implementation of social media and communications plan

CONTRACT POSITION UNTIL JULY 31, 2020

M-F 10am-4pm | **30 hours/wk** | \$20/hr

Important dates to make note of:

Jazzworks Non-Competitive Band Festival - February 5-7, 2020

MacEwan Reading Sessions (EJO) - April 6 & 8, 2020

TD Edmonton International Jazz Festival - June 19-28, 2020

Email resume to info@edmontonjazz.com with subject: "Administration Officer Position - [INSERT YOUR NAME]"