

Job Opportunity: **LOGISTICS COORDINATOR**

PURPOSE OF THE POSITION

This **mid-level contract position** has been created to provide additional support to the existing administrative team of the Edmonton Jazz Festival Society. As part of the administrative team, the Logistics Coordinator will be deeply involved in the **successful execution of the organization's initiative** and will be given **opportunities for career development** through networking, creative team planning, and leadership responsibilities.

ABOUT THE EDMONTON JAZZ FESTIVAL SOCIETY

The Edmonton Jazz Festival Society is a **non-profit, charitable organization** whose focus is to instill in audiences the appreciation of jazz music as a diverse art form, connecting regional audiences with provincial, national and international jazz musicians. Led by Executive Director, Kent Sangster, the Society produces the **Edmonton International Jazz Festival** and **Jazzworks Educational Outreach Programs**, as well as provides performance opportunities for its own ensemble initiatives - the **Edmonton Jazz Orchestra (EJO)** and the **Edmonton Jazz Collective (EJC)**.

PREFERRED EXPERIENCE & SKILLS

- Excellent interpersonal, verbal, and written communication skills
- Excellent computer skills and experience (Microsoft Office, Dropbox, Gmail, JotForm, etc.)
- Ability to work well with others (supervisors, colleagues, volunteers, seniors, children, etc)
- Works well under high-pressure situations
- Previous experience with arts festival and/or multi-event operations
- Comfortable working with cash
- French language skills are an asset but not required.

ROLES AND RESPONSIBILITIES

Under the direction of the Operations & Program Manager, the responsibilities of the successful applicant shall include but not be limited to:

- Assist with development and coordination of projects and events, including but not limited to: administration of event registration; event management; contract development; copy development; monitoring of ticket sales; sponsorship stewardship; scheduling meetings.
- Development of web content as needed
- Prepare final reports on completed events
- Assist with office management

OTHER DETAILS

- Terms:
 - Feb 1 - July 31, 2022, with the possibility of extension.
 - <20 hours a week
 - These hours may increase closer to events, specifically leading up to and during the summer Festival (June 27-July 3, 2022). Availability and flexibility during events is a must.
 - Daytime/Afternoon hours preferred
- Must have own computer and access to internet
- Own vehicle/access to vehicle an asset
- Business email address and Google drive space will be provided

INTERESTED IN JOINING THE TEAM?

Email your resume along with a short intro sharing how you found out about this position and what you are looking forward to most about joining our team to info@edmontonjazz.com