

Production Coordinator Job Posting

Salmon Arm Folk Music Society

Deadline: Feb 28, 2014

DESCRIPTION:

The Salmon Arm Folk Music Society produces the largest multicultural event in the interior of British Columbia, hosting a variety of musical genres, consisting of up to 60 performers on a compliment of 6 stages, as well as a significant outreach program. The Roots and Blues Festival dates are August 15 to 17, 2014.

Salmon Arm Folk Music Society seeks a dedicated team player for the position of Production Coordinator for the 2014 Roots and Blues Festival. This is a seasonal position from April, 2014 to October, 2014.

Working with the General Manager, Artistic Director, Volunteer Coordinator, board of directors and festival volunteers, the Production Coordinator will be responsible for overseeing all details of Festival coordination, with particular emphasis on site coordination, equipment rentals, and liaising with community-based participants (performers, vendors, displays, community tent).

RESPONSIBILITIES

- planning, arranging and coordinating physical site set up, tear down and maintenance
- quoting and budgeting services and supplies from outside providers
- managing inventory of tools and equipment
- obtaining all necessary permits
- in collaboration with the Executive Director, reviewing performers applications and liaising with applicants, specifically reviewing performer technical and backline requests.
- in collaboration with the Craft and Community Tent Coordinator, assessing vendor applications and liaising with applicants
- in collaboration with the Food Coordinators, assessing vendor applications and liaising with applicants
- assisting other core coordinators and volunteers as needed
- necessary post-festival wrap-up
- as well as assisting with day-to-day office tasks as needed
- The Production Coordinator will be the main site contact for all site-related issues.
- The Production Coordinator will be required to attend committee meetings as needed.

QUALIFICATIONS:

- Drivers license
- Good physical health, with the ability to lift heavy objects
- Computer skills (Excel, Word)
- Mechanical aptitude, and a solid understanding of lights and sound
- The candidate must possess excellent verbal and written communication skills and organizational skills, be creative and resourceful, and be able to work equally well independently and collaboratively.
- A post-secondary education in arts administration or event or stage management, or similar experience is preferred.
- Must have a flexible schedule and be able to work some evenings and weekends.

SALARY: To be discussed

HOW TO APPLY:

Applications will be accepted by email, fax and by post. Please submit a resume and cover letter to info@rootsandblues.ca , fax: 250-833-4097, Roots and Blues, Box 21, Salmon Arm, BC. V1E4N2

Salmon Arm Folk Music Society would like to thank all applicants in advance for their interest; however, only short-listed candidates will be contacted.

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<http://www.rootsandblues.ca>