

Harvest Jazz & Blues Festival  
Student Work Term, June 19<sup>th</sup> - September 17<sup>th</sup>, 2017



The Harvest Jazz and Blues Festival is seeking a highly motivated student to fulfill the role of **Office Assistant** for the 2017 Festival. Reporting to the **Managing Director**, the Office Assistant will assist with the planning and execution of all Festival administration. Bilingualism in French and English is an asset, as is prior experience in administration and/or bookkeeping.

**We are seeking an individual with the following qualifications:**

- Strong written and verbal communications skills, and strong interpersonal skills
- Extraordinary organization and multitasking skills, ability to coordinate and manage multiple projects, priorities and requests in a very fast paced environment
- A strong, self-starter with the ability to work independently
- Experience using Microsoft Office suite of products, as well as with databases (eg. Shiftboard; Google Drive)
- A flexible schedule, leading up to and throughout the week of Harvest (September 12-17)
- **Must be a current full time student planning to return to full time studies in the fall.** Preference will be given to students enrolled in programs relevant to business administration.

***Key responsibilities include, but are not limited to:***

- Launching and maintaining Harvest's volunteer management database
- Day-to-day administrative tasks, including payables and receivables
- Assisting in planning and coordinating logistics for all Festival concerts and workshops
- Customer service, dealing frequently with the public, answering questions related to the Festival and organization
- Supporting the Operations Manager, Marketing & Development Manager and Production Coordinator with their work over the summer and festival time

***Contact Information***

- Please submit resume and cover letter to the attention of Lucas Hicks, Managing Director by email: [lucas@harvestjazzandblues.com](mailto:lucas@harvestjazzandblues.com) (if you have received a student voucher for the SEED program, please indicate this on your application)

We thank all applicants for your interest, but only those selected for interviews will be contacted.