

# Folk Festival Society of Calgary

## Calgary Folk Music Festival, Festival Hall and Block Heater

### Operations Associate

*The Calgary Folk Music Festival is situated on Treaty 7 Territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda Nations, and Métis Nation Alberta Region 3.*

We're a vibrant, active, year-round arts organization powered by 12.5 staff and 2000 volunteers that produces the 43-year-old 'post-folk' festival annually at Prince's Island Park, the winter Block Heater festival and concerts at our own Festival Hall and around Calgary.

### The role

We are seeking a full-time operations associate to join our team; an energetic self-starter who's highly organized, detail-oriented and passionate about music, the arts and community who enjoys working with a diverse, experienced team. The successful candidate will have relevant training and experience, be comfortable simultaneously juggling multiple tasks, identifying priorities and ensuring co-workers and volunteers have everything they need to be successful in their work.

The role requires a logistical thinker who sees how smaller pieces make up the whole to create exceptional experiences for audiences, volunteers and artists. We are seeking an excellent interpersonal communicator who can work with specialized volunteers and diverse teams to ensure that organizational objectives are being met within the set budget. The successful

candidate will have tactical event experience, and know the importance of how precise planning and strong administration are the foundation for successful, fun and safe events.

An understanding of the not-for-profit arts environment and community, volunteer driven organizations are considered assets. Access to a personal vehicle will be required at times. This position is year round and offers a competitive compensation package including paid vacation and benefits. The salary range for this position is \$48k-55k depending on relevant experience.

### **Job description**

Reporting to the Executive Director the Operations Associate will work very closely with all other departments and a variety of specialized volunteer teams. The operations associate will collaborate, and at times oversee, the planning, execution and evaluation of a variety of seasonal event elements such as beer gardens, food vendors and hospitality, etc. plus liaise with city representatives and other external partners. On a year round basis, this role will participate in the execution and supervision of concerts and events. It will also support the executive director in some key administrative areas such as insurance renewals, stakeholder reporting, research and a variety of other administrative duties. This role is required to work events from start to finish and at times in a variety of weather conditions. Lifting and carrying, loading and unloading will be required with relative frequency.

### **Key responsibilities:**

- Act as staff contact for specialized volunteer teams to support planning, execution and review of key areas such as beer gardens, merchandise and eco-Initiatives.
- Collaborate with other staff to plan and execute event elements such as hospitality, on-site elements (signage and amenities), safety and emergency response plans.
- Food vendor program management; intake, selection, contracting and communicating environmental requirements.

- Liaise with volunteers to ensure a positive experience.
- Administration of applications and licensing for events, such as liquor license, annual insurance, city subsidy.
- Monitor area-specific budgets to ensure fiscal sustainability.
- Assist executive director with a variety of administrative tasks such as collecting data for reporting, disseminating policy or communications to staff team and planning and execution of AGM.
- General participation in supervising and or executing year-round concerts and events.
- Supervision of Festival Hall rentals when required
- Act as a community ambassador and embody the values of the FFSC.

Please submit a cover letter and resume, including salary expectations, via email to [hello@calgaryfolkfest.com](mailto:hello@calgaryfolkfest.com) on or before March 31, 2022 for best consideration. Email subject line: Operations Associate job posting.

The Calgary Folk Music Festival is an equal opportunity employer who hires without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities.

The Festival is committed to ensuring the participation and advancement of members of traditionally disadvantaged designated groups: Black, Indigenous, and people of colour, persons with physical or mental disabilities and members of the 2SLGBTQIAP+ community.