

## EXTERNAL JOB POSTING



### Summer Administrative Assistant (Part-time Contract)

30 hours per week (June – August)

Reporting to the General Manager & Senior Events Manager

---

Peterborough Musicfest (PMF) is a non-profit, charitable organization that has offered free-admission concerts on Wednesday and Saturday evenings every summer since 1987. Our stage has seen the likes of Dallas Green from City and Colour, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, Sam Roberts Band and many more. Peterborough Musicfest is one of the largest free-admission festivals of its kind in Canada and has an outsized impact on the local economy, generating upwards of \$4M in economic activity. We're proud of what we have built, and we invite qualified candidates to bring their talent and passion to our team.

**\*\*This position is funded through Canada Summer Jobs (CSJ). To be eligible, applicants must meet all Canada Summer Jobs eligibility requirements.**

#### THE POSITION

1. Administration:

- This role will assist the General Manager with various festival tasks.
- Book meetings through doodle and zoom, attend, and take minutes.
- Book media interviews.
- Monitor phone calls, email correspondence, and make bank deposits.
- Oversee signage inventory, purchase, proof design, etc.
- Oversee swag inventory, purchase, design, sizing, etc.
- Create Homepage scheduling and monitor throughout the summer.

2. Sponsorship Sales & Support

- Support new sponsorship sales and renew current Musicfest sponsor contracts.
- Sell Fest Friend packages to interested callers.
- Ensure that all sponsorship solicitations are coordinated, and that both sponsors and potential sponsors have a positive and consistent experience.
- Support growth in our sponsorship base within the county as well as focus on surrounding regions like the GTA and Durham Region. Support CRM Pipedrive alongside the General Manager.
- Look for opportunities to improve sponsorship packages.
- Assist with preparing sponsor contracts, invoicing and collection of fees.
- Assist Events Coordinator with NOR allocation among sponsors.
- Prepare tickets packages (electronically) and distribution when necessary.
- Coordinate kiosk & vendor sales.
- Coordinate Gift-in-Kind and contesting documentation.

3. Events & Fundraisers

- Manage Diners Super Savers fundraising campaign.
- Assist Events Coordinator with media news conferences and sponsorship functions.
- Assist with Musicfest off-season events such as fundraisers/winter pay-per-view concerts.
- Control task timelines for Musicfest team.

4. Onsite at Park (July & August)

- Assist with training summer students.
- Assist with preparing weekly day runs for each concert/event.
- Work alongside park staff to ensure efficient stage/field production setup.
- Work with marketing and communications specialist to setup media appearances for staff and artists.
- Assist GM to support backstage organization, including sponsor “meet & greet”, VIP tent with wine tasting and trailer cleanup at the end of the night.
- Assist GM with talent management onsite.
- Assist with artist hotel bookings, changes, and special requests with five local PDA properties.
- Overseeing sponsor kiosk set-up. Look for new opportunities or revisit previous kiosk vendors.
- Oversee merchandise counts, revenue counts, and volunteer merchandiser process management.
- Assist team with pick up/delivery of supplies/food/equipment when needed.
- Respond to concerns/inquiries from staff and volunteers.

Qualifications:

- 3-4 years of experience in an administrative role. Event experience is an added benefit.
- Post-secondary education in a related field with relevant work experience.
- Must be available every Wednesday and Saturday (including evenings) through the summer.
- General administrative duties as required.
- Ability to work in a Mac based environment an asset.
- Microsoft Office experience is a must.
- Strong public speaker.
- Written and verbal communication skills essential.
- Ability to show diplomacy and professionalism under pressure.
- Ability to multitask and prioritize tasks to meet deadlines.
- Ability to solve problems quickly and appropriately.
- Professional and presentable when meeting with sponsors and the board of directors.

**HOW TO APPLY:**

Please send a cover letter and resumé by email  
 Attention: Tracey Randall, General Manager  
 Subject: Summer Administrative Assistant  
 Email: [info@ptbomusicfest.ca](mailto:info@ptbomusicfest.ca)  
 Website: [www.ptbomusicfest.ca](http://www.ptbomusicfest.ca)

**Compensation: \$19.55/hr + 4% vacation pay**

Start date: May 13, 2024

End date: August 24, 2024

30 hours per week for July & August

14 hours per week to mid-June

**Application Deadline: Wednesday May 8<sup>th</sup>, 2024**

Applications will be screened and interviewed as received.

Thank you to all applicants. Only those selected for an interview will be contacted.

*Peterborough Musicfest is an equal opportunity employer and is firmly committed to complying with all federal, provincial, and local equal employment opportunity guidelines. Ptbo Musicfest strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.*