

EXTERNAL JOB POSTING



Park Assistant (Part-time Contract)

25 hours per week (June – August)

Reporting to the Park 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

The Park Assistant is responsible for the successful operational and logistical execution of Ptbo Musicfest; while acting in a leadership and management capacity. The position will help assist the park manager and supervisor manage all aspects of festival operations, the volunteer team, the park crew while collaborating with the rest of the park team to ensure supplier and contracted services are met to satisfaction.

During key-festival times this position will focus on the logistics of Peterborough Musicfest. This position supervises the field crew. The Park Assistant will work alongside the Set Up/Tear Down Crew who prepare the park for each show. This includes set up and tear down of chairs, fencing, signage, and lights. The Park Assistant will also be working with Porter Sound (Peterborough Musicfest's Contracted Sound and Lighting Team) to help with rigging sound equipment, backline, and any other equipment the band may need on-stage. This role will also be working closely with the office summer staff & General Manager.

*Hours and schedule will vary greatly – Evening and weekend work will be strongly prevalent. Must be available on Canada Day, and **every** Wednesday & Saturday throughout July/August.*

QUALIFICATIONS

- Familiarity with event and/or festival operations
- Ability to develop creative solutions to operational challenges
- Demonstrated ability to manage multiple tasks and meet deadlines.
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humour and positive attitude
- Understanding of accessibility protocols and workplace safety practices
- Ability to adapt to changing priorities and respond to shifting needs
- Experience with dealing with vendors in a busy environment
- Effective communication, interpersonal and organizational skills
- Has a basic understanding of sound equipment
- Ability to work independently as well as part of a team

- Detail-oriented and demonstrated attention to accuracy
- Flexibility in scheduling and work hours; responsive to unpredictable workflow
- Fluency in Windows & Mac operating systems & applications
- Must be able to successfully complete criminal background check

DUTIES & RESPONSIBILITIES

- Assist Park Manager with order placement and overseeing onsite load in/load out
- Help oversee Set Up/TearDown Crew and assist with the overall set up of the festival
- Ensure that all work completed onsite is in accordance with OHSA regulations and safe work practices
- Communicate operations needs across departments. Work alongside Park Assistant to ensure park is ready ahead of the show start
- Oversee staff/volunteers responsible for the distribution of festival related equipment: radios, venue keys
- Work with City of Peterborough Public Works, local suppliers and contracted sound & lighting team for operations tasks including load in/out logistics.
- Connect the Production team to resources as needed
- Help with hospitality for the artist
- Remain on-call during festival for emergencies and unexpected changes
- Complete post-festival written end of season report and manual
- Work with General Manager and park management to further develop and implement operational guidelines for all aspects of festival
- Where Park Manager or Site Supervisor is not present, serve as on-site Lead

HOW TO APPLY:

Please send a cover letter and resumé by email
 Attention: Kirk Sugrue, Park Manager
 Subject: Site Supervisor Role
 Email: production@ptbomusicfest.ca
 Website: www.ptbomusicfest.ca

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

Start date: June 3, 2024
 End date: August 24, 2024
 30 hours per week for July & August
 5 hours per week in June

Application Deadline: Wednesday May 8th, 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.