

EXTERNAL JOB POSTING



Summer Site Supervisor (Part-time Contract)

30 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 Site Supervisor is responsible for the successful operational and logistical execution of Ptbo Musicfest; while acting in a leadership and management capacity. The position will manage all aspects of festival operations, external food and beverage vendors, and the park stage & field crew, while collaborating with the Park Manager to ensure vendor, supplier and contracted services are met to satisfaction.

During key-festival times this position will focus on the logistics of Ptbo Musicfest. During non-peak times, food and beverage vendor coordination and developing our vendor relationships will take precedence. This position supervises the field crew, working closely with the office summer staff, Senior Events Manager & 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
- High level experience with recruiting, building relationships, and coordinating external food and beverage vendors
- 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
- Effective communication, interpersonal and organizational skills
- 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
- Valid driver's license and clean driving record required
- Must be able to successfully complete criminal background check

DUTIES & RESPONSIBILITIES

- Assist Park Manager with order placement and overseeing onsite load in/load out
- Assist with stage setup and teardown team
- Deal with all aspects of food and beverage vendors including; all communication both written and verbal with potential and current vendors, greeting vendors onsite and assisting with setup, updating Microsoft Excel vendor sheet, creating vendor onsite maps for each performance night and communicating with staff where vendors will be located.
- Ensure that all work completed onsite is in accordance with OSHA regulations and safe work practices
- Communicate operation needs across departments. Work alongside Park Manager to ensure park is set to go before show time. This includes tent setup
- Oversee staff responsible for the distribution of festival related equipment: radios, venue keys, & golf cart
- Work with City of Ptbo Public Works, local suppliers and contracted sound & lighting team for operations tasks including load in/out logistics, and connecting the Production team to resources as needed
- Remain on-call during festival for emergencies and unforeseen challenges
- Complete post-festival written end of season report and manual
- Work with Park Manager and General Manager to further develop and implement operational guidelines for all aspects of festival
- Where Park Manager is not present, serve as acting Park Manager

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.