

EXTERNAL JOB POSTING



Park Manager

22-28 flexible hours per week (Late June-August)

2-3 flexible hours per week (June)

Reporting to the Senior Events Manager & Executive Director

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, Metric, Down with Webster, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, Sam Roberts Band, The Reklaws, 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 \$4.3M 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.

The Park Manager is responsible for:

1. Budgeting

- Estimating and tracking the costs of consumable supplies necessary for onsite operations.
- Tracks all production float & petty cash transactions and supplies reconciliations to the Senior Events Manager in a timely manner to ensure smooth park operations.

2. Equipment

- Estimates storage space needed for upcoming season in a timely manner upon commencement of contract so that appropriate storage can be booked.
- Supports Senior Events Manager & Executive Director to negotiate the seasonal backline and sound equipment supplied by the contracted sound company, Porter Sound, as well as Long & McQuade.
- Responsible to run pickups, returns and delivery of equipment rentals when contracted Sound & Light company needs backup or when park management supplies are required.
- Liaise with City of Peterborough Staff, Senior Events Manager, and Executive Director to complete upgrades or repairs to all areas at Del Crary Park. (Including but not limited to, the stage, electrical, trailers and/or backstage areas, storage areas)
- Ensures that the rental truck and shipping container are scheduled for load-in day at Del Crary Park
- Ensures that the onsite trailers are scheduled to be dropped off by the supplier on load-in day at Del Crary Park
- Ensures that the storage bins are scheduled to be dropped off by the supplier at Del Crary Park
- Ensures that the port-a-potties are ordered for all premier shows.

3. Human Resources

- In coordination with the Senior Events Manager and Executive Director, sets staffing priorities necessary to accomplish the seasonal goals of the festival.
- Reviews resumes submitted to the festival for production personnel.
- Conducts interviews for students applying to the Setup & Teardown Crew roles and oversees hiring, onboarding, and coordinating summer schedules for all onsite park staff.
- Collects all personal data required for operations and payroll. This could include, but is not limited to addresses, mobile phone numbers, email addresses, bank account details, dates of birth & SIN numbers.
- Actively manages all production personnel while reporting to the Senior Events Manager & Executive Director.

- Ensures that all production personnel are trained in their job duties and know how to conduct themselves in a safe manner.
- Ensure that all work completed onsite is in accordance with OSHA regulations and safe work practices.
- Creates work schedules for all production personnel.
- Tracks all production department hours then summarize in Signals/Asana to submit hours worked to the Executive Director to process payroll in a timely manner.
- Maintains a progressive discipline policy and disciplines production personnel as needed.
- Ensures all incident reports are filled out by the appropriate staff member and emailed to the Senior Events Manager within 12 hours of the event incident.

4. Scheduling

- Responsible for coordination of all activities at the park that support the operation of the festival.
- Create Day Runs and send to artist tour managers within 2 weeks of each summer concert.
- Creates Daily production schedules for show days to be created and sent to all onsite staff through email by 5pm the day before each show.
- Distributes approved daily production schedules to all production personnel, the sound crew (who will pass to tour management), Site Supervisor, Park Assistant, Marketing & Communication Manager, Volunteer Coordinator, Senior Events Manager, and the Executive Director through email.
- Create any additional calls needed to accomplish production goals and disseminates the information regarding these calls to all necessary personnel.

5. Show Supervision

- In charge of ensuring all trailers, storage areas, storage bins, gates, are kept locked when left unattended and/or to ensure all areas are protected during show days.
- Conduct park and job training with all staff and make sure that employees show up on time and know their duties.
- Ensure that the parking lot volunteers show up on time and know their duties.
- Print and Post Daily schedules in Artist and staff areas.
- Receive final seat & kiosk counts from Site Supervisor/Events Coordinator and ensure tents/kiosks are situated and setup before staff/vendors arrive before 4:00pm. Oversee the Site Supervisor/Crew in setting up chairs and fencing/barricades as a priority. Manage installation of fence blackout and stage banners.
- Solve any logistical problems which may arise and ensure that the stage is ready at the agreed upon sound check time.
- Brief volunteer park patrol crew in their job duties for the evening, hazardous weather protocol, emergency response to first aid & lost children crisis.
- Assigns Park Patrol positions and radios.
- Ensure Park Patrol volunteers are rotated appropriately so that no one is in the same place too long.
- Liaise with First Aid volunteers if applicable.
- Liaise with security company if applicable.
- Liaise with Peterborough City run firework company if applicable.
- Liaise with any other third party involved in operations (such as video crews, screen crews once Porter Sound has moved to front stage sound tent)
- Track weather conditions and in conjunction with Site Supervisor and communicate to Senior Events Manager & Executive Director if there is a potential for cancelling the show and ensure the artist is aware of communications protocols in this event. Announces call over the radio when cancelling a show due to any weather condition, which poses a safety threat to the artist, audience, or crew.
- Supervises Strike of the park
- Conducts a final check to ensure all water/power supply are turned off, plus trailer, storage doors and fencing are all locked/secured prior to leaving the park.

6. Post Season

- Coordinates all production needs and schedules for “Strike Day” in conjunction with the Site Supervisor.
- Schedules production staff for any post season activity
- Ensures that an accurate and updated inventory is recorded and delivered to the Senior Events Manager in the week immediately after the festival season.
- Ensures that any broken or damaged equipment is noted and a report of such is submitted to the Senior Events Manager and to budget for the following year.
- Coordinates the return of all rented or borrowed equipment.
- Coordinates the return to two storage facilities of all festival seasonal equipment.
- Ensures that the rental truck and shipping container are scheduled to return for strike day.
- Ensures that the onsite trailers are left clean and are scheduled to be picked up by the supplier within 1 day of Strike Day at the park.
- Ensures that the onsite storage bins are scheduled to be picked up by the supplier within 1 day of strike day at the park.
- Actively participates in strike day, and manages all teams, effectively and concisely.

7. General Skills

- Post-secondary education with approximately three – four years of experience in an event management role.
- Post-secondary education in a related field with relevant work experience.
- General administrative and other duties as required.
- Ability to work in a Mac based environment an asset. Microsoft Office and Google experience is a must.
- Current driver’s license and personal vehicle required.
- Ability to show diplomacy and professionalism under pressure.
- Ability to multitask and prioritize a busy workload.
- Ability to solve problems quickly and appropriately.
- Motivated/self-starter who will seek out opportunities.
- Excellent verbal and written communication skills.
- Impeccable attention to detail.
- Professional and presentable when meeting with staff.
- Ability to jump in and assist other team members with other duties as required.
- Ability to lead by example and install a positive work environment for all staff.
- Attend meetings over festival pre-season, in-season, and post-season.
- Help organize backstage area and ensure tidiness and a professional work environment.
- Assist in pick up, delivery of supplies, food, and equipment when needed.
- Complete a post-event season end report and ensure all staff under management complete the same.
- Respond to concerns/inquiries from staff, event attendees, and volunteers.
- Manage Homebase work scheduler portal for summer office staff.

This job is for you if...

- **Non-Negotiable:** You lead by example and install a positive work environment through all aspects of your job duties.
- **Organization:** You excel at multitasking, prioritization, and effective communication.
- **Problem-Solving:** You think outside the box and consider all details before making decisions.
- **Learning:** You enjoy collaborative feedback and knowledge-sharing in a team setting.
- **Community:** You are passionate about giving back and making a positive impact and interacting daily with the public.
- **Culture:** You thrive in a collaborative, “all hands-on deck” team environment.

HOW TO APPLY:

Please send a cover letter and resumé by email
Attention: Matt Williams, Senior Events Manager
Subject: Park Manager Position
Email: matt@ptbomusicfest.ca
Website: www.ptbomusicfest.ca

Compensation:

22-28 flexible hours per week for summer months (Late June – August)
2-3 hours per week (June)
\$20.00-\$24.00 / per hour (based upon experience)

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. All applications will be kept in confidence. This is a contract position and is based upon a six-month probation period.