



Folk On The Rocks Job Advertisements 2018

Assistant Executive Producer

Estimated Start Date: March 5, 2018 – August 13, 2018

Compensation: TBD

Applications will be accepted until February 26, 2018

Description

This role focus on special attention to the administrative and logistical details of the Folk On The Rocks Society operations while working very closely with the Executive Producer to ensure FOTR's overall activities are properly tended to and running smoothly.

Duties

- Manage all correspondence and assist with updates on the FOTR website
- Assist with the management of all sponsorship documentation and execution of sponsor deliverables
- Responsible for all document management
- Assist in preparation of all funding applications
- Assist in preparation of all funding reports
- Assist with scheduling and booking of production needs
- Liaise with other FOTR contracted staff and key volunteers as directed
- Prepare and document meetings as instructed
- Assist with management of ticketing and POS software
- Assist with any customer service enquiries
- Participate in, supervise and setup all FOTR events and activities (Canada Day, Trade Show, etc.)
- Answer FOTR office phone
- Check mail on a weekly basis
- Create official FOTR document style guide
- Obtain all required permits for the Festival weekend
- Assist and support as needed in all Festival operations during the Festival weekend

Qualifications

Applicants should have strong leadership, organizational, and communication skills. Problem solving skills, quick thinking, people skills, and strong attention to detail are necessary.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on February 26, 2018.

Production Manager

Estimated Start Date: June 4, 2018 – August 6, 2018

Compensation: TBD

Applications will be accepted until May 1st, 2018

Description

This role will focus special attention on all temporary site needs, while working very closely with the Executive Producer to ensure the site is properly setup and ready for Festival operations. Understanding the overall logistics of the site and the Festival schedule are a must.

Duties

- Work closely with Executive Producer and Assistant Executive Producer to organize and schedule all deliveries and pickups on site (pump outs, water, cleaners, etc.)
- Organize volunteers to set up temporary (or Festival only) site needs (ticketing gates, signage, picnic tables, decorations, etc.)
- Track all operational schedules during Festival and ensure Festival is running smoothly and on time
- Fully understand Festival insurance policy
- Lead a team of maintenance-focused volunteers
- Takeover site operations from Site Manager one week prior to the Festival and manage all site needs until the Festival closes
- Organize volunteers to set up all temporary site needs (ticketing gates, signage, picnic tables, decorations, etc.)

Qualifications

Applicants should have strong leadership, organizational, and communication skills. Problem solving skills and quick thinking are necessary. Relative 'handiness' will be considered an asset.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on May 1st, 2018.

Merchandise Manager

Start Date: June 11, 2018 – August 6, 2018

Compensation: TBD

Applications will be accepted until May 1st, 2018

Duties

- Receipt and QA/QC of all FOTR Merchandise
- Inputting all merchandise into POS and creating an inventory list
- Organizing and tracking all performer merchandise
- Coordinating merchandise volunteer team

- Managing merchandise booth onsite
- Understanding and addressing performer merchandise needs
- Creating displays to attract customers

Qualifications

Applicants should have strong organizational, math, and customer service skills with a flare for creativity. Experience in sales is preferable.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on May 1st, 2018.

Finance Manager

Start Date: June 11, 2018- August 6, 2018

Compensation: TBD

Applications will be accepted until May 1st, 2018

Duties

- Coordinate and manage the Finance Volunteer Team
- Work closely with the FOTR Treasurer and Executive Producer to manage and maintain all finances onsite
- Ensure the safety and security of the Finance area
- Track all onsite sales
- Understand POS systems
- Organize pre-Festival set up and post-Festival wrap-up

Qualifications

Applicants should have strong organizational and math skills. Experience in administration and accounting will be considered assets.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on May 1st, 2018.

Ticketing Manager

Start Date: June 11, 2018- August 6, 2018

Compensation: TBD

Applications will be accepted until May 1st, 2018

Description

- Coordinate and manage the Ticketing Volunteer Team
- Work closely with the Executive Producer to manage and track all ticket sales
- Organize the onsite ticketing process
- Ensure the safety and security of the ticketing area
- Understand and operate FOTR POS system and Ticketing system
- Track all ticket sales from start time to Festival wrap-up
- Greet Festival attendees in a warm and friendly manner

Qualifications

Applicants should have strong organizational, math, and people skills. Experience in sales and customer service is preferable.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on May 1st, 2018

Beer Garden Manager

Start Date: June 11, 2018- August 6, 2018

Compensation: TBD

Applications will be accepted until May 1st, 2018

Duties

- Coordinate and manage the entire Beer Garden Volunteer Team
- Manage beer and liquor orders and inventory
- Track all Beer Garden sales
- Organize volunteer training sessions with the NWT Liquor Board
- Ensure the safety and security of the Beer Garden
- Properly decorate and set up the Beer Garden
- Understand and operate FOTR POS system
- Manage the VIP areas and events of the Beer Garden
- Greet Beer Garden patrons in a warm and friendly manner

Qualifications

Applicants should have strong organizational, math, and people skills. Experience in sales and customer service is preferable.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on May 1st, 2018
