



Folk On The Rocks Job Advertisements 2019

Ticketing Manager

Start Date: June 4, 2019- August 2, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019

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 Point of Sales (POS) system and Showclix ticketing system;
- Track all ticket sales from start time to festival wrap-up; and
- 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 April 1st, 2019.

Beer Garden Co-Manager (two positions available)

Start Date: June 4, 2019- August 2, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019

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 Folk on the Rocks Point of Sale system;
- Manage the VIP areas and events of the Beer Garden; and
- 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 April 1st, 2019.

Volunteer Manager

Estimated Start Date: April 8, 2019-August 2, 2019

Compensation: TBD

Applications will be accepted until March 1, 2019

Description

The Volunteer Manager is responsible for the overall management of all 450+ volunteers that make Folk On The Rocks happen

- Recruit and organize volunteers into appropriate categories;
- Create a work plan with recruitment tactics, goals for numbers of volunteers per team, and budget for volunteer needs;
- Use the official FOTR volunteer database and FOTR website to communicate with and organize volunteers;
- Recruit, organize, and train team coordinators;
- Assist Team Coordinators with scheduling and other needs;
- Organize supplies for each volunteer team;
- Organize and update volunteer team manuals- write new ones as needed;
- Ensure all volunteer training is organized and complete prior to festival;
- Supply all team captains and their volunteers with all necessary festival information;
- Organize and supervise Volunteer Headquarters onsite;
- Supply volunteers as needed to all contracted team members; and
- Connect contracted staff with appropriate team coordinators.

Qualifications

This position requires a very patient and organized person with strong people skills. Strong ties to other community-focused groups and previous work in large-scale events will be considered assets. Applicants should have strong leadership, organizational, and communication skills.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on March 1st, 2019.

Artist Relations Manager

Estimated Start Date: March 11, 2019-August 9, 2019

Compensation: TBD

Applications will be accepted until February 25, 2019.

Description

This person will be the main point of contact for all performer needs from accommodations, to hospitality and technical riders, transportation, and travel.

Duties

- Organize and plan performer riders for hospitality area;

- Coordinate with the Kitchen Manager to order and prepare all performer meals within the allotted budget;
- Secure performer flights and accommodations;
- Organize hospitality volunteers and team leads on coordination with the Kitchen Manager;
- Treat all performers like VIP's and work to make them as comfortable as possible;
- Ensure all performers receive merchandise and performance payments in a timely manner;
- Organize Performer BBQ;
- Decorate and organize hospitality area;
- Work with Kitchen Manager to ensure all food prepared is up to food safety standards;
- Conduct follow-ups with performers post festival;
- Manage all Folk on the Rocks guests with VIP tickets;
- Work with security team to ensure the hospitality area is designated to only those allowed in this area; and
- Distribute and promote the Folk on the Rocks post-festival surveys to performers.

Qualifications

Applicants should have strong leadership, organizational, budgeting, and communication skills. Experience in the food and hospitality industry is an asset.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on February 25th, 2019.

Kitchen Manager

Start Date: May 27, 2019 – July 22, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019.

Duties

- Coordinate performer riders with the Artist Relations Manager;
- Order and prepare all performer and VIP ticket holder meals;
- Organize all kitchen/hospitality volunteers in coordination with the Artist Relations Manager;
- Manage the hospitality bar and point of sale system;
- Assist with decorating and organizing the hospitality area;
- Assist with ordering and preparation of the Performer BBQ;
- Ensure all food is prepared to food safety standards; and
- Ensure everyone in the hospitality area is treated like a VIP.

Qualifications

Applicants should have strong leadership, organizational, budgeting, and communication skills. Experience in the food and hospitality industry is an asset.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on April 1st, 2019.

Production Assistant

Start Date: June 10, 2019 – July 22, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019.

This role will focus special attention on assisting the Production Manager with all temporary site needs to ensure the site is properly set up and ready for festival activities.

Understanding the overall logistics of the site and the festival schedule are a must.

Duties

- Work closely with the Production Manager to organize and schedule all deliveries and pickups on site (pump outs, water, cleaners, etc.);
- Assist with organizing volunteers to set up temporary site needs (ticketing gates, signage, picnic tables, decorations, etc.);
- Act as a runner for the Production Manager;
- Track all operational schedules during the festival and assist to ensure it is running smoothly and on time;
- Fully understand the festival insurance policy;
- Lead a team of maintenance-focused volunteers;
- Assist in the takeover site operations from the Site Manager one week prior to the festival and assist with managing all site needs until the festival closes; and
- Assist in festival tear down and all post-festival wrap up.

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 April 1st, 2019.

Stage Manager

Start Date: June 4, 2019 – August 2nd, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019.

This role will focus special attention on managing the volunteer stage managers and performance schedules at each stage across the festival site. Understanding the overall logistics of the site and the festival schedule are a must.

Duties

- Work closely with the Executive Producer and Artist Relations Manager to organize and schedule all sound and line checks;
- Recruit, schedule and manage all stage volunteers;
- Work closely with hired sound, visual and technical team and Executive Producer to manage all technical riders and stage plots;

- Coordinate with the Artist Relations Manager, Ground Transportation Coordinator and Rover Coordinator to ensure timely communication and management of performers; and
- Ensure all stage needs are met in a professional and timely manner.

Qualifications

Applicants should have strong leadership, organizational, and communication skills. Problem-solving skills and quick thinking are necessary. Theater, audio visual experience or large scale event experience will be considered an asset.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on April 1st, 2019.

Radio Dispatcher

Start Date: June 24, 2019 – July 22nd, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019.

This role will focus exclusively on the management and organization of staff and volunteer radio use during the festival.

Duties

- Work closely with the Production Manager to create and organize all radio channels as well as effective and easy to follow communication plan;
- Lead staff and volunteer radio training in coordination with the Production Manager;
- Manage all radio dispatch over the festival weekend;
- Lead, schedule and organize a small radio dispatch volunteer team throughout the festival weekend;
- Ensure proper setup, charging and sign in/outs of radios takes place all weekend; and
- Write a radio communication manual for Folk on the Rocks..

Qualifications

Applicants should have strong leadership, organizational, and communication skills. Problem-solving skills and quick thinking are necessary. Theater, audiovisual experience or large scale event experience will be considered an asset.

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on April 1st, 2019.

Merchandise Manager

Start Date: June 4, 2019 – August 2, 2019

Compensation: TBD

Applications will be accepted until April 1st, 2019

Duties

- Receive and quality check of all FOTR's Merchandise;
- Input all merchandise into the point of sale system and create an inventory list;
- Organize and track all performer merchandise;
- Coordinate merchandise volunteer team;
- Manage merchandise booth onsite;
- Understand performer merchandise needs and organizing these appropriately; and
- Create displays to attract customers.

Qualifications

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

Please email your resume and cover letter to exec_director@folkontherocks.com by 5:00pm, on April 1st, 2019.