



The Edmonton International Street Performers Festival is a charitable not for profit arts organization entering its 33rd year in Edmonton. StreetFest was created in 1985 to celebrate and encourage the art and traditions of street performance. StreetFest brings the world's best street performers to our City, the 10 day Festival, held at the beginning of each July, is considered one of the best loved festivals with a reputation for excellence that reaches around the globe.

Job Posting Title: Festival Office Assistant

Location: The Festival is at Sir Winston Churchill Square. The office is located on the 2nd floor at 10212 – 112 Street, Edmonton, T5K 1M4

Dates: This position has various hours over the months of May to July 2017. Festival dates are July 7-16, 2017

Overview: This is a student position funded in part by Canada Summer Jobs Program and is open to returning students residing in Edmonton. This person will report directly to the Office Manager and the Artistic Producer.

Responsibilities:

- Assist with all office tasks.
- Work with the Festival staff and volunteers.
- Prepare required office related materials, reports and systems for daily festival operations.
- Prepare, distribute and report on financial activities which may include; box office, raffle sales, daily float and all required reporting.
- Assist with sponsor recognition program; including preparation and distribution prior to the end of the festival.
- Solicit, gather, track and assist with distribution of volunteer prizes.
- Assist with raffle/50-50 program; including all financial aspects.
- Assist with the set-up and tear down of the festival – including heavy lifting and cleaning.
- Participate in staff meetings, project teams, and other events as required.
- Submit a final report detailing all duties completed.

Skills Sets: The successful candidate will be an effective member of the team who works well with others, meets deadlines, and communicates effectively and efficiently. Proficiency in Microsoft Office and excellent organizational skills are required.

Please submit resume by April 29th, 2017 by email to producer@edmontonstreetfest.com please put STUDENT APPLICATION in the Subject line

We thank all applicants, but only those deemed qualified will be contacted for an interview.