



The Edmonton International Street Performers Festival is a charitable not for profit arts organization entering its 34<sup>th</sup> 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. 2018 Festival dates are July 10 – 15<sup>th</sup> and we will be hosting the Festival in Old Strathcona ( in and around Dr. Wilbert McIntyre Park)

**Job Posting Title:** Sponsorship and Office Assistant

**Location:** The Festival will be held in and around Dr. Wilbert McIntyre Park (in Old Strathcona). The office is on the 2<sup>nd</sup> floor at 10212 – 112 Street, Edmonton, T5K 1M4.

**Dates:** This is a part time position over the months of June and July 2018. Festival dates are July 10<sup>th</sup> – 15<sup>th</sup>, 2018

**Overview:** This is a student position funded in part by government grants and is open to returning students residing in Edmonton. The successful candidate will take direction from and report directly to the Artistic Producer.

**Responsibilities:**

- Assist with preparation of all related activity and materials to do with sponsors and supporters at StreetFest. This includes, but is not limited to: any materials produced by the Festival promoting, advertising or connected to sponsors, examining and preparing inventory, ordering new signage and ensuring signage is ready for the festival.
- Assist with final details and contracting with Sponsors
- Assist with any sponsor related activity before, during and after Festival dates – loading onto and off of site and throughout the Festival dates.
- Assist with Thank you program requirements for all sponsors (directly following the festival dates).
- Assist with securing sponsored prizes and gifts for volunteer appreciation acknowledgement
- Work with staff to report on and maintain all required paperwork/reports and accounting related tasks
- Work with the Administrator and Office staff to ensure all office related tasks along with any yet to be determined additional Festival tasks (sponsor and office related) – Pre, During and Post Festival.
- 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 March 30<sup>th</sup>, 2018 by email to [producer@edmontonstreetfest.com](mailto:producer@edmontonstreetfest.com). Put 2018 STUDENT APPLICATION in the email subject heading.** We thank all applicants, but only those deemed qualified will be contacted for an interview.