

*Please note eligibility requirements:

This position runs under the Job Creation Program (JCP).

- Candidates must be currently in receipt of Employment Insurance (EI) or have had an active claim the last 3 years (Reach Back Status (RB)).
- Candidates on Parental/Maternity leave seeking to rejoin the work force are eligible.
- Candidates must be living in the Ottawa area
- Candidates must not be currently working or studying fulltime
- Candidates may not leave employment to participate in the JCP
- Candidates must have their EI status verified (to be confirmed during application process)
- Candidates may only participate in the JCP once in a 2 year period.

FESTIVAL NAME: Ottawa Folk Festival

POSITION: Ticketing and Box Office Coordinator

JOB SUMMARY: Works closely with the volunteer box office crew leader, and supports them in developing a strong, efficient, and welcoming box office environment at the festival. Coordinates ticket sales for the Ottawa Folk Festival and concert series, including the printing, tracking, distribution, and sales of tickets; responsible for tracking and distributing donation recognition, and supports aspects of office organization and administration.

REPORTING RELATIONSHIP: Reports directly to the Ottawa Folk Festival Director of Planning and Operations (DPO).

START DATE: March 23, 2009 **END DATE:** Sept 25, 2009

DURATION IN WEEKS: 26 weeks

FESTIVAL DESCRIPTION:

- The Ottawa Folk Festival is a charitable organization founded in 1993 to enrich the community by connecting people to the arts and to one another. The organization celebrates the creativity of musicians and other artists with an annual summer festival and year-round concerts and events.

RESPONSIBILITIES:

- Work directly with box office crew leader and volunteers and support the crew leader with planning, scheduling, and volunteer crew logistics.
- Coordinates ticket sales for the Ottawa Folk Festival and concert series
- Orders the tickets for Festival events from the printer, proofs the sample tickets, and gives final approval for printing. Receives and checks the printed tickets. Enters the tickets into inventory.
- Works with the Director of Planning and Operations to arrange for the printing, distribution and tracking of tickets and revenue for all sales.
- Handles all office ticket sales, including mail and telephone orders. Issues and tracks tickets, bills customers, mails out tickets.

- Authorizes credit card sales.
- Issues, tracks and distributes all complementary tickets for Festival events, including redeemable gift certificates, tickets donated to non-profit organizations, and tickets issued to sponsors.
- Records and tracks all “Friends of the Festival” donations, prepares correspondence with “Friends of the Festival” donors, updates the “Friends” data base, and issues donation receipts.
- As part of a team-based work environment, other duties may be required,

SKILLS REQUIRED:

- High school diploma
- Intermediate to excellent computer skills, especially with Microsoft Office products (Word, Excel, PowerPoint, etc.).
- Detail oriented and able to successfully meet deadlines.
- Ability to work independently and in a team environment.
- Excellent communication skills, both oral and written.
- The ability to multi-task in a fast paced environment and assess situations in order to provide solutions/recommendations to issues as they arise.
- The ability to maintain a positive outlook and have fun while contributing to the goals of the organization.

INDUSTRY CONTACTS:

- Representatives from the music industry, community partners and other event organizations.
- Members of the media
- Print and advertising industry professionals
- local, regional and national businesses
- Volunteers from all walks of life

TO APPLY, CONTACT:

Ottawa Folk Festival

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