



*"Together: Building Festivals, Special Events, & Fairs"*

**Air Show Ottawa**  
**Awesome Indies Arts Festival for Children and Youth**  
**BC Scene**  
**Canada Dance Festival**  
**Canada Day**  
**Canadian Folk Music Awards**  
**Canadian Tulip Festival**  
**Capital Pride Festival**  
**Caribe-Expo (Ottawa Caribbean Festival)**  
**Carnival of Cultures**  
**Carp Fair**  
**Christmas Lights Across Canada**  
**Fall Rhapsody**  
**Festival franco-ontarien**  
**HOPE Volleyball SummerFest**  
**Italian Week**  
**Lebanorama**  
**Maple Sugar Fest**  
**Magnetic North Theatre Festival**  
**Metcalfe Fair**  
**One World Film Festival**  
**Ontario Council of Folk Festivals**  
**Ottawa Bluesfest**  
**Ottawa Dragon Boat Race Festival**  
**Ottawa Folk Festival**  
**Ottawa Fringe Festival**  
**Ottawa Greekfest**  
**Ottawa International Animation Festival**  
**Ottawa International Chamber Music Festival**  
**Ottawa International Children's Festival**  
**Ottawa International Jazz Festival**  
**Ottawa Irish Festival**  
**Ottawa Lumière Festival**  
**Ottawa Race Weekend**  
**Ottawa Storytelling Festival**  
**Ottawa Turkish Festival**  
**Ottawa Writers Festival**  
**Ottawa's Canada Day Festival**  
**Richmond Fair**  
**Rideau Canal Festival**  
**Sound and Light Show on Parliament Hill**  
**SuperEX**  
**Unisong Choir Festival**  
**Victoria Day Festival**  
**WESTFEST**  
**Winterlude**

**POSITION:** Volunteer & Outreach Associate – Folk Festival

**START DATE:** March 15<sup>th</sup>, 2010 **END DATE:** September 10, 2010

**DURATION:** 26 weeks

**JOB SUMMARY:** Supports the ongoing maintenance and development of year round volunteer engagement to optimize the Ottawa Folk Festival volunteer experience. Assists in the development, implementation and the day to day operations of the festival's volunteer and outreach program: planning, research, recruitment, training and coordination of volunteers for Ottawa Folk Festival activities, including concert series, outreach activities, office support, and the 2010 Ottawa Folk Festival. This position works primarily in the office, however occasional out of office, evenings, and weekend work is part of this position.

**REPORTING RELATIONSHIP:** Reports directly to the Ottawa Folk Festival Community Engagement and Volunteer Manager.

**RESPONSIBILITIES:**

- Liaises with other arts and community partners and their volunteer staff.
- Identifies, explores and pursues recruitment, community outreach and collaboration opportunities for the Ottawa Folk Festival.
- Prepares documents and information packages as needed for volunteers.
- Engages in ongoing communication with past, present and potential volunteers through emails, newsletters, appreciation events and other activities.
- Helps in the delivery of volunteer orientation, resources and training programs (including supplemental materials required).
- Assists with recruitment initiatives to ensure that proper volunteer staff levels are met.
- Maintains and updates volunteer data base tracking all Ottawa Folk Festival volunteers.
- Assists in scheduling of volunteers.
- Provides regular reports on volunteer and outreach activities.
- Ensures that safety and security standards are communicated and maintained, in collaboration with the Volunteer and Outreach Manager.
- Assists with customer service and ticketing initiatives as needed.
- 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.) and the Internet.
- Ability to work independently and in a team environment.
- Detail oriented and able to successfully meet deadlines.
- Excellent communication skills, both oral and written.
- Previous volunteer coordination experience and/or experience as a volunteer a strong asset.
- 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
- Volunteers from all walks of life

**TO APPLY:**

Forward CV to [info@ottawafestivals.ca](mailto:info@ottawafestivals.ca) or fax to 613.233.3134

**Only those candidates who meet the JCP criteria will be contacted for an interview. To learn more about the JCP criteria, please visit <http://www.ottawafestivals.ca/jobcreation.cfm>**