

Year 2010**POSITION:** Site Operations Coordinator**JOB SUMMARY:** Supports the successful site and production operation for the 2010 Ottawa Folk Festival, by assessing technical needs of vendors, sponsors, festival infrastructure and work teams. Ensures that all permit, rental and service needs are met.**REPORTING RELATIONSHIP:** Reports directly to the Ottawa Folk Festival Site Manager and indirectly to the General Manager.**Start Date:** ASAP **End Date:** For set number of weeks **Duration:** 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

- Assists the Site Manager with organizing all aspects of the Festival production timeline, from planning to tear-down.
- Responsible for dealing with food concessionaires, craft artisans, vendors, Community partners, City of Ottawa authorities, and other stakeholders prior to, during, and after the 2010 Festival.
- Writes correspondence, information packages and thank-you notes for food concessionaires, vendors, and craft artisans, as needed.
- Prices and obtains goods and services, as required.
- Collects monies due to the Festival from food concessionaires, craft artisans, and others as required.
- Works closely with the colleagues and sponsors to ensure that the Festival's contractual obligations are met.
- Acts as the liaison with food concessionaires, vendors, and artisans on site.
- Assists the Site Manager over the course of the event.
- 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.).
- Ability to work independently and in a team environment.
- Detail oriented and able to successfully meet deadlines.
- Excellent communication skills, both oral and written.
- A familiarity with written contracts
- An understanding of site plans
- Some electrical experience preferred, but not essential

- Willing to work long hours
- The ability to work 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, CONTACT:

Human Resources

Festival Network Fax: 613- 233-2345