



Distribution Supervisor

Term of employment: June 18 – August 31, 2018; 11 weeks

Rate of pay: \$15.00/hour

40 hours per week; some overtime may be required; must be available evenings and weekends.

Must have valid Manitoba Class 5 driver's license as driving is a job requirement of this position. This position requires frequent lifting of up to 30 lbs

The Distribution Supervisor reports to Folklorama's Director of Member and Festival Services and is responsible for all areas related to servicing of Folklorama pavilions, specific marketing programs, special events and inventory controls. This position supervises and schedules all distribution staff, coordinating all pick-ups and deliveries between Folklorama office and the pavilions. They are also responsible for the control and accounting for all festival admissions and merchandise assets; coordinating and maintaining all festival service vehicles; and assisting with all Folklorama events, as required.

Specific Accountabilities:

- Supervise, schedule, and evaluate all distribution staff.
- Control and account for all Festival assets including admissions, signage, and merchandise.
 - Maintain an accurate inventory control system i.e. admissions spreadsheet in conjunction with the Folklorama accounting department.
- Coordinate all pick-ups and deliveries in support of the Festival and pavilions as required.
- Coordinate the scheduling, use, and maintenance of all Festival vehicles.
- Communicate with and organize the servicing of all pavilions as required.
- Prepare a post-Festival audit and inventory of admissions, signage, travel guides, recycling bins and any other items designated under the responsibility of the Distribution Team by the Director of Member and Festival Services.
- Document recommendations on all areas of responsibility post-Festival.
- Provide assistance at all Folklorama events, when required.
- All other duties as assigned by the Director of Member and Festival Services and the Executive Director.

Candidates must have a minimum high school diploma or should be enrolled in post-secondary studies with plans to return in the fall to be considered. Previous experience scheduling and supervising staff is an asset. Please further note that the term of employment is non-negotiable and that we are unable to consider candidates who are not available for the entire duration of the term.

Application Deadline: May 13, 2018 by 5:00 p.m.

If you are interested in joining the Folklorama team and have the qualifications for this seasonal opportunity, *please forward your cover letter, clearly stating the position/term for which you are applying, along with your résumé and three references to:*

Teresa Cotroneo
Acting Executive Director
Folklorama
2nd Floor – 183 Kennedy Street
Winnipeg, MB R3C 1S6
postings@folklorama.ca

Any and all offers of employment made will be subject to completion and submission of a satisfactory criminal record check

Folklorama is member-based organization whose programming includes the Folklorama Festival - the largest and longest-running multicultural festival of its kind in the world. Developing out of the success of the festival, three year-round programs all also offered: Folklorama Talent, Folklorama Teachings and Folklorama Travel. All of the programs bring to life the not-for-profit organization's mission of celebrating diversity and promoting cultural understanding.