



## Seasonal Festival Assistant (1 position available)

Term of employment: June 18 – August 17, 2018; 9 weeks

Rate of pay: \$13.00/hour

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

The Festival Assistant reports to the Folklorama Executive Assistant and is principally responsible for ensuring that all Folklorama members and clients receive prompt and friendly service on the phone, in person and through written correspondence. They will also assist the Folklorama Office Administrator with ensuring mail and other office management functions are completed during the busy festival season. The Festival Assistant is also frequently called upon to support the rest of the Folklorama staff in the completion of a variety of administrative tasks and may be required to assist at Folklorama events.

A demonstrated aptitude for customer service, verbal and written communications as well as with standard office software applications is essential. Familiarity with a variety of typical office equipment, including a Meridian switchboard, would be considered an asset.

### Specific Accountabilities:

- Ensure that clients receive prompt and friendly service on the phone, in person and through written communication.
  - Provide a variety of administrative support services to the Folklorama Operations Team as assigned by the Executive Assistant.
  - Maintain all functions of the Meridian Switchboard servicing our clients and staff. Ensure a highly professional demeanor and positive image is maintained.
  - Work cooperatively with the Office Administrator in the coordination of all incoming and outgoing mail. Ensure that all mail/correspondence/fax is opened, dated and distributed.
  - Maintain a neat and orderly reception area, boardroom, photocopy & supply area.
  - Ensure that the drink machine is filled on a timely basis.
- All other duties as assigned by the Executive Assistant and Acting Executive Director.

Candidates must have a minimum high school diploma to be considered. 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 4, 2018 by 5:00 p.m.**

If you are interested in joining the Folklorama team and have the qualification 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  
2<sup>nd</sup> Floor – 183 Kennedy Street  
Winnipeg, MB R3C 1S6  
[postings@folklorama.ca](mailto: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.