



Celebrate Capital Events
Célébrez les événements dans la capitale

POSITION: FD1 – Festival Administrator – Fringe Festival

CONTRACT LENGTH: 26 Weeks **START DATE:** January 13, 2014 **END DATE:** For set weeks

JOB SUMMARY: To assist the Festival Director and General Manager with duties relating to Festival administration, box office, and volunteer program. The Festival Administrator will also help with event coordination.

REPORTING RELATIONSHIP: Reports to and works directly under the supervision of the General Manager.

RESPONSIBILITIES:

- Answering phones, e-mails, responding to inquiries from patrons and artists about the Festival
- Working closely with staff to ensure smooth operation of the office
- Maintaining files including volunteer database, implementing processes where necessary
- Preparing Festival box office materials and processing advance ticket sales
- Assisting with the Festival volunteer program by working on promotion/ recruitment/administration
- Helping to coordinate Festival events including two spring fundraisers and the opening night celebration
- Other projects and duties as assigned

SKILLS REQUIRED:

- Strong administrative and computer skills including Microsoft Excel
- Customer service/client relations experience
- Experience handling cash, credit transactions
- Excellent communication skills (Bilingualism an asset)
- Ability to learn quickly and work independently
- Previous experience working in events and/or the arts is an asset

INDUSTRY CONTACTS:

TO APPLY:

Forward CV to jobs@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>