

# Administrative Assistant- Pre-Festival

## Objective:

To help the festival run smoothly by providing assistance to office staff with preparing documentation and ensuring stakeholders are informed.

## Duties & Responsibilities:

In the weeks leading up to the festival, the Administrative Assistant will be involved with a myriad of supportive functions. This may include assembling information kits, contacting volunteers, keeping track of items, running errands, issuing t-shirts, disseminating print materials, providing schedules, and other office work as needed.

## Qualifications & Requirements:

- Friendly, confident and reliable
- Strong organizational skills - ability to work in a fast-paced environment
- Keen verbal communication skills
- Proficient with using personal computers, especially Microsoft Office applications
- Enjoys working with others and is a great team player
- Pays attention to detail
- Good written communication skills
- Dependable and on time
- Flexible schedule required
- Clean, casual-business dress
- Obtain a Certificate of Conduct (via the WJB office)

## Lines of Communication:

Pre-Festival Administrative Assistants will be provided direction from, and supervised by, the WJB Volunteer Coordinator. Any questions or comments about the position should be directed to him/her.

## Orientation:

There will be an orientation meeting for all Pre-Festival Administrative Assistants prior to the festival. This is to confirm specific duties, arrange time/shift commitments, meet others and answer questions volunteers have.

## Benefits:

- Gain a variety of administrative experience
- Socialize with music lovers like yourself
- Hone multi-tasking skills
- Learn elements of planning a music festival
- Help grow jazz and world music influence in NL
- Refreshments provided during shifts
- Complimentary WJB T-shirt
- Insurance coverage will be provided while on duty

## What to Do:

- Complete the application and consent form and submit to the Volunteer Coordinator's attention
- You will receive confirmation from the Volunteer Coordinator that your application was received
- Attend a personal interview at your convenience