



SLED ISLAND PRODUCTION ASSISTANT

Employment dates: May 1 - June 26, 2017

Application deadline: March 30, 2017 at 4:30pm MST

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Sled Island has applied for funding for this position through the Canada Summer Jobs program. Please note that position availability is conditional upon the funding request being approved.

This position is limited to students who meet Canada Summer Jobs student eligibility criteria. Applicants must be 15 to 30 years old, Canadian Citizens or Permanent Residents, as well as full-time students intending to return to full-time studies in the next school year.

Though the position is tentatively scheduled to start Monday, May 1, 2017, the start date could be pushed back if funding approval is delayed. The position wage is \$15.00 per hour at 30 hours per week.

POSITION DESCRIPTION

Sled Island seeks an organized, efficient and detail-oriented individual for the position of Production Assistant.

Reporting to the Technical Director, the Production Assistant will act as the point person between Sled Island's technical team and performing artists. The Production Assistant will be responsible for gathering technical riders and will ensure that production schedules, key contacts and other relevant details are communicated to artists in a timely manner.

This is an excellent opportunity for anyone looking to gain hands-on experience and insight into the management of a five-day, multi-venue festival.

QUALIFICATIONS

- Strong organizational skills and attention to detail
- Good knowledge of Excel, Google Docs and Dropbox
- Comfort managing a large volume of emails
- Self-motivated, with strong time management skills
- Strong familiarity with Sled Island
- Some relevant post-secondary education
- Some experience with event production required
- Basic knowledge of backline is an asset

HOW TO APPLY

Apply by **March 30, 2017 at 4:30pm MST** by emailing a cover letter and resume to:

Maud Salvi

Executive Director

Sled Island Music & Arts Festival

hr@sledisland.com

Subject: Production Assistant

Sled Island is an equal opportunity employer. We thank all candidates for applying, however, only those selected for an interview will be contacted.

ABOUT SLED ISLAND

Since 2007, Sled Island's thoughtful, eclectic programming and independent spirit have fused with Calgary's youthful energy to produce a one-of-a-kind festival experience. Each June, the five-day music and arts festival brings together a community of over 250 bands, comedy, film and art as well as over 30,000 attendees in more than 35 venues, transforming the city into an arts lover's paradise that has earned rave reviews from artists, fans and media across the globe.