

SAPPYFEST 19

SACKVILLE, NB / AUGUST 2-4 2024

DETAILED JOB POSTING PRODUCTION ASSISTANT INTERN

Deadline to apply: Applications will be accepted until the position is filled. Interviews will start on Monday, May 20th.

Anticipated start date: Approximately June 17th, 2024

Term length, hours and wage: 8 weeks, 35 hours/week (280 hours), \$17.00/hour + vacation pay. Hours will vary from week to week.*

Location: Sackville, New Brunswick (in person)

Requirements: Must have access to own laptop & phone. A stipend will be provided

Eligibility: This position is funded through the Government of Canada via the Canada Summer Jobs program which has several eligibility requirements. [Please see the full list at the end of this posting.](#)

How to apply: Please submit your cover letter, resume, and two references to director@sappyfest.com with the subject line "Production Assistant Intern Application."

*Weekly hours will vary, with more hours required in the weeks leading up to and during Sappyfest (August 2nd-4th, 2024). Some evening and weekend work is required.

ABOUT US

SappyFest Inc. is an artist and volunteer-led non-profit organization dedicated to enhancing Sackville's reputation as a cultural center in New Brunswick, Atlantic Canada, and nationally through the organization and presentation of SappyFest, a three-day music and arts festival. Established in 2006 and held annually on the August long weekend, Sappyfest is among the longest continuously running music festivals in the province. Since its inception, it has provided a space for artists and audiences to decompress and reignite!

SappyFest has a rich history of sparking conversations, fostering collaborations, and forging new friendships and creative pathways. It has earned a national reputation for its world-class cutting-edge programming, showcasing diverse talent from regional, national, and international artists, in particular emerging and unheralded artists. Through the festival, Sappyfest provides employment and volunteer opportunities for students and young people, creating valuable experiences within the cultural sector.

ABOUT THE POSITION

The Production Assistant Intern will work directly with Sappyfest staff and Board on the production of the 19th annual festival, August 2nd-4th, 2024. This role is an opportunity to work in a creative and dynamic environment while developing leadership, project administration, event production, problem-solving, and management skills.

The successful applicant will be a detail-oriented clear communicator with an eye for logistics and strong organizational skills. They will be able to work independently on tasks and collaboratively, take initiative, and exhibit creativity, enthusiasm, and curiosity.

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DUTIES INCLUDE (and are not limited to)

- Collaborate closely with the Creative Director to gather, organize, manage, and disseminate information from venue operators, technical and logistical suppliers, volunteer heads, and team members, ensuring production needs are met and on schedule.
- Assist in managing Sappyfest satellite venues, ensuring all supplies are onsite and technicians and artists have what they need and are supported. Work closely with the Festival Operations Intern to ensure volunteers are in place.
- Working closely with the Creative Director, communicate efficiently and professionally with artists and their representatives regarding travel/ground transportation, lodging, dietary restrictions, technical requirements, and other accommodations. Organize ground transportation and equipment/supply procurement including scheduling deliveries, pickups, and returns.
- Assist in marketing and promoting Sappyfest to publicize the festival, promote the artists, attract attendees, and communicate timely information to the audience. Manage social media content and assist in drafting program copy and other content as needed.
- Manage and track guest lists and comp tickets, and organize artist and team lanyards.
- Build upon, modify, and update existing Production Assistant work plans and Google Drive templates. Manage the Production Assistant email account and monitor/update the internal production calendar. Assist the Creative Director and Stage/Sound Volunteer Head with scheduling and be their right-hand person.
- Collect, organize, and share information legibly and accessibly. Provide regular progress reports to the Creative Director and team members, including the Board of Directors.
- Support the Creative Director and Festival Operations Intern as needed.

ALL STAFF WILL

- Support festival logistics, including booking, contracting, and scheduling suppliers.
- Assist with day-to-day office tasks such as greeting visitors, answering inquiries, keeping the space clean, checking mail, and updating the shared calendar.
- Foster a friendly, open-minded, respectful, and supportive work environment. Represent Sappyfest positively and professionally to the community, stakeholders, artists, audiences, and volunteers.
- Participate in training sessions.
- Work independently and collaboratively with other festival organizers.
- Take a leadership role in managing assigned tasks and initiating collaboration as needed to ensure timely success. Take initiative in developing tools and refining project management strategies.
- Complete other duties as assigned.
- Work closely with the Creative Director and Festival Operations Intern to update and modify templates, processes, websites, and social media accounts for the following season.

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QUALIFICATIONS, EXPERIENCE, REQUIREMENTS

- Experience (paid or unpaid) in event coordination, production, project planning, administration, hospitality, reception or other related activities (if you are unsure if your experience could be related, please still apply!)
- Experience using Google Sheets or Excel, Google Suite software (Docs, Gmail, Workspace, Calendar), and various social media platforms (Facebook, Instagram, Twitter, etc.) is required.
- Must be comfortable, timely, and efficient with email and phone correspondence.
- Must work well independently and as part of a team; Participate in group brainstorming and planning; Be calm and proactive with independent problem-solving as needed; Follow timelines, pay close attention to detail, be highly organized and self-motivated and be comfortable working to multiple deadlines in a fast-paced, demanding environment
- Strong verbal, oral, and written communication skills and excellent organizing ability are required.
- Cultural sensitivity, confidentiality, and the ability to interact with and support people from all backgrounds are essential.
- The ability to lift and carry up to 30 lbs is required, as the Production Assistant will help set up for meetings, events, and festival Head Quarters.
- The position is a mix of Monday to Friday during business hours with some evenings and weekends required, especially in the weeks leading up to the festival. Longer hours can be expected leading up, and full availability is required during the festival weekend.
- Must have access to a laptop & phone. A stipend will be provided.

ADDITIONAL ASSETS

Additional assets are a bonus but **not** a requirement of the position

- A valid driver's license and access to a vehicle
- Knowledge of Mailchimp (or similar), Canva, and various social media scheduling tools

ELIGIBILITY

This position is funded through the Government of Canada via the Canada Summer Jobs program. As such, applicants must:

- Be between 19 and 30 years of age at the start of employment period. Applicants may be over 30 at the END of the employment period as long as they were under 30 at the beginning.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa, or work visa are ineligible. As the objective of the Canada

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Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

EMPLOYMENT EQUITY

Sappyfest is committed to building an inclusive and respectful workplace. We encourage and welcome applications from all self-identified equity-seeking people who meet the required qualifications. Applicants are welcome to self-identify in any way that feels important to themselves and their communities, which can include (but is not limited to) race, national or ethnic origin, gender, sexual orientation, disability, age, and size. You may self-identify within your email, cover letter, or resume, whichever feels best for you, but it is not a requirement. When an applicant voluntarily discloses this information, it will be kept confidential within the hiring committee and only disclosed outside of that with direct and express consent. Disclosure and/or self-identification will not lead to advantageous treatment of an applicant who is not qualified.

ACCESSIBILITY

If you require any other accessibility accommodations in the application and/or interview process, please contact us at director@sappyfest.com.