

Summer Student Opportunity

SPECIAL EVENTS COORDINATOR (ARTISTIC)

SASKATCHEWAN JAZZ FESTIVAL INC. (SASKATOON, SK)

Contract Dates: May 1 - July 24, 2025

Location: Saskatoon, Sask., Located on Treaty 6 territory, which includes the Nêhiyawak (Cree) as original signatories and is the traditional homeland of the Métis Nation. We also acknowledge the contributions of the Dakota and Round Prairie Métis peoples in establishing our city of Saskatoon and we extend our appreciation for the opportunity to live, work, and create on this beautiful territory

The position

Saskatchewan Jazz Festival Inc. (SJF) is seeking to fill two summer student positions in the role of Special Events Coordinator (Artistic). Reporting to the Executive Director, The Special Events Coordinators (Artistic) will assist in the planning and operations of the 2025 SaskTel Saskatchewan Jazz Festival with a focus on the artistic program and the needs of festival artists. The successful candidates will gain hands-on experience in major event management, artistic programming, and artist relations while coordinating with various stakeholders to deliver a high-quality entertainment experience.

The organization

SJF presents Saskatchewan's premier music event, the SaskTel Saskatchewan Jazz Festival. This international jazz festival fosters, promotes, and presents an artistically significant festival of jazz and related music annually. The festival provides opportunities to showcase Saskatchewan musicians and educational experiences for the people of Saskatchewan.

The first festival took place in Saskatoon during the summer of 1987. Today it has become the second largest festival of its kind in Western Canada and each summer the SSJF plays host to hundreds of world class artists in Saskatoon. Thousands of music fans attend to devour the sounds of jazz, blues, funk, pop, and world music, with a program that spans as many genres as it does continents.

The candidate

SJF is looking for an individual who can help streamline festival operations in a manner that ensures inclusivity, prioritizes efficiency and high-quality performances, and fosters community ownership and impact. The successful candidate will:

- Assist in the filing, reviewing, and itemizing of artist riders.
- Assist in the booking and coordination of artist accommodations and transportation.
- Develop spreadsheets and other tracking documents to ensure artist rider fulfillment, accommodation bookings, transportation arrangements, and parking requirements as required.
- Assist with volunteer scheduling, coordination, and supervision.
- Facilitate pick ups, deliveries, and inventory of festival supplies.
- Assist with Artist advances including tour manager and artist correspondence (candidate must maintain professional communication style and confidentiality at all times).
- Assist with artist food & beverage ordering, inventory, delivery, and storage.
- Assist with artist credential organization and distribution.
- Assist in the maintenance of festival green room facilities including stocking artist rider items and light cleaning (vacuum carpets, clean mirrors, empty garbage and recycling).
- Liaise with Festival Hospitality team, Production Technicians and Stage Management.
- Assist in the adherence to festival production schedules including sound checks, artist changeover, airport & hotel transfers, and hospitality delivery.

- Assist in attendance tracking, sales tracking, and incident reporting.
- Assist with box office tracking and development of sales statistics.
- Assist with satellite programming including the Jazz Intensive, Care Home Outreach Program, Neighbourhood Pop-Up Series, Strictly Jazz Series, and Maurice Drouin Lounge.

The SJF is a not-for-profit and the Special Events Coordinators (Artistic) must work successfully with a wide variety of people and organizations in various capacities.

The Special Events Coordinators (Artistic) are expected to achieve their required outcomes while keeping the best interests of the festival, festival staff, volunteers, board, partners, and the community at the core of their decision making.

The Saskatchewan Jazz Festival Inc. prioritizes respect as a key tenant of our staff culture and strives to create a work environment in which all employees are respected, encouraged, and valued for their individual contributions.

Qualifications

- High school diploma or equivalent.
- Current post-secondary students in project management and administrative disciplines may be well suited to this position.
- Interest in the live events industry and non-profit organizations are assets.

Compensation

- \$15.00/hr

Position Requirements

- Must be bondable and obtain a criminal record check prior to commencing work.
- Must have a valid Saskatchewan Driver's Licence.
- Some physical work is required. During the festival, there is a substantial amount of time spent walking/on your feet.
- Employees of the Saskatchewan Jazz Festival Inc. may not perform as an artist, technician, manager, or agent during the SaskTel Saskatchewan Jazz Festival or any additional programming presented by the SJF. With approval of the Executive Director, employees may participate in these activities at other festivals or venues, provided their participation does not conflict with the required outcomes of their employment.

TO APPLY

Email your resume and cover letter to the Executive Director at shannon@saskjazz.com

For more information, please visit our website at www.saskjazz.com or contact us by email at shannon@saskjazz.com

Apply early, interviews will begin in April. We thank all who apply for the position which will close March 31, 2025.

We welcome applications from all qualified individuals and encourage applications from members of racialized groups/visible minorities, women, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities.