

Summer Student Opportunity

SPECIAL EVENTS COORDINATOR (OPERATIONS)

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 (Operations). Reporting to the Operations & Events Manager, The Special Events Coordinators will assist in the planning and operations of the 2025 SaskTel Saskatchewan Jazz Festival with a focus on venue management, operations, and maintenance at the main festival site in Saskatoon's Victoria Park. The successful candidates will gain hands-on experience in major event management 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 planning, set up, and tear down of the festival site.
- Assist with volunteer scheduling, training, coordination, and supervision.
- Facilitate pickups, deliveries, and inventory of festival supplies.
- Assist with vendor applications, contracting, and set up.
- Assist with food & beverage ordering, inventory, delivery, and storage.
- Assist with permit applications, inspections, and safety protocols.
- Assist in the planning and execution of festival amenities including an artisan market, food truck village, and family fun zone.
- Assist in the maintenance of the festival site including garbage and recycling pick ups (facilitating clean up crews), repairs to festival infrastructure as needed, restocking of water and first aid stations, and other maintenance including coordinating specialty contractors.
- Assist in the scheduling, set up, and tear down of sponsor activations.
- Assist in attendance tracking, sales tracking, and incident reporting.
- Assist with the festival accessibility team including transport facilitation for mobility challenged patrons.

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

The Special Events Coordinators (Operations) 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.
- Manual labour is a requirement of this position with tasks including (but not limited to) setting up fencing, tents, and banners, loading and unloading stock, and cleaning festival spaces (including washrooms).
- 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.