

ORGANISATIONAL DESCRIPTION:

The Salmon Arm Folk Music Society (SAFMS) is a non-profit charitable organisation that presents the annual ROOTSandBLUES festival, a concert series, and participation in local community outreach activities.

Taking place in the beautiful Shuswap Lake in the unceded traditional territory of the Secwepemc peoples in the Interior of BC, the festival has been a cultural presence in the community for over three decades. The SAFMS's mission is to present excellent world class, culturally diverse music and artistic experiences to enrich and build community.

JOB DESCRIPTION:

THE POSITION:

We are seeking an energetic, motivated, and highly organised person to fill the full time Administrative Services Manager position to facilitate and administer our vision, mission, and values.

Reporting day to day to the Executive Director, the successful candidate's duties include but are not limited to office administrative, box office, camping, and vendor activities.

RESPONSIBILITIES:

Administrative and Office Operations

- Supervise administrative and box office personnel (paid & volunteers).
- Customer Service - Phone and in person inquiries.
- Mailing/ Post Office.
- Financial Reporting, Management (invoicing, AR/AP), and Reconciliation.
- Daily sales reporting – concert/festival/membership/camping ticketing/other sales, merchandise/CD merchandise, ALL vendor payments, ALL payments to the Society, reconciliation to bank accounts, code to accounts to submit to Bookkeeper.
- Bank deposits.
- Invoicing and refunds.
- Filing.
- Purchasing Supplies.
- Grants Support.
- Audit Support.
- Manage memberships and renewals.
- Manage security systems.

Box Office

- Manage online ticketing systems.
- Customer Service - Sell tickets and answer questions.
- Coordinate and use point of sale terminals (debit/credit) and operations.
- Train box office staff, Festival Box Office Head Supervisor and festival crew on ticketing policies and procedures, and point of sale terminals
- Manage and coordinate VIP ticket distribution.
- Coordinate event floats..
- Manage and coordinate tickets for sponsors, VIP, media, board members, guest, silent auctions, donations, and community partners.
- Purchase and order box office supplies.

Other Festival/Concert Operations

- Arrange Festival Parking Passes
- Arrange Festival Performer Transport, deliver gas card and driver licence lists
- Arrange artist food certificates.
- Purchase supplies (i.e beer, wine, hospitality, cups, garbage bags, napkins, cutlery, plates).
- Coordinate and contract Food Vendors, Artisans and Non-Profits.
- Review and update Food Vendors, Artisans and Non-Profits applications
- Review and update website information related to vendors, box office, and camping.
- Develop and distribute information packages for vendors, box office, and camping.
- Coordinate performer payout, deposit and final payment and meal buyout payments in advance.

Merchandise

- Research merchandise suppliers
- Purchase festival merchandise
- Purchase volunteer shirts.
- Train Merchandise crew volunteers and coordinators.
- Reconcile merchandise, beer sales, parking, box office.
- Track Inventory.

Camping Reservations

- Coordinate and monitor pricing, site sizes, and maps.
- Create spreadsheet for recording #spots for each campground with site identification numbers.
- Develop and distribute communications to campers, volunteers, security, and coordinators

Performer Payout:

- Review artist and supplier contracts.
- Coordinate, create and share performer payout information. .
- Train Performer Payout volunteers .
- Reconcile performer payout.

Board Support:

- Organise meeting minutes and governance documents.
- Support Treasurer and Bookkeeper for the Annual General Meeting .
- Update Board website page .
- Manage annual filings and reports as required.

QUALIFICATIONS:

- Valid BC drivers licence and access to a vehicle.
- Bondable.
- Criminal record check.
- Minimum 5 years of relevant office and event management experience.
- Experience in site/venue infrastructure and operations, lease/licence negotiation and management, parking management, health & safety planning, event logistics, and/or production management..
- Coordinate contractors and suppliers.
- Knowledge of relevant legislations, regulations, codes, collective agreements, protocols and policies including but not limited to Employment Standards Act, Human Rights Act, Occupational Health and Safety, Public Health protocols, AODA, WHMIS, relevant City By-Laws, etc.
- Ability to work with and create AutoCad drawings is an asset.
- Past experience managing construction projects is an asset.
- Customer service and detail oriented.
- An entrepreneurial approach to working, with an independent and highly motivated work ethic.
- Demonstrated ability to work with a variety of stakeholders.
- Commitment to equity, diversity, inclusion and accessibility.
- Outstanding written and verbal communications skills, interpersonal relationship management, and conflict resolution.
- Excellent organisational and time management skills.
- Team oriented and collaborative.
- Work variable work hours in accordance with the event schedule.
- Commitment to the company's goals and values.

How to Apply:

Please apply by email with your cover letter and resume by no later than March 27,, 2023. Send to: hr@rootsandblues.ca

Salmon Arm Folk Music Society is an equal-opportunity employer and committed to fair and accessible employment practices. We are committed to building and maintaining an inclusive work environment that reflects the diversity of the public we serve.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted by the Salmon Arm Folk Music Society.

Remuneration:

A competitive compensation package will be offered, complete with salary (range between \$40,000 to \$55,000 depending on experience) and benefits.

Contact Name: Human Resource

Contact Email: hr@rootsandblues.ca