

RIVER&SKY

MUSIC/CAMPING FESTIVAL

CANADA SUMMER JOB POSITIONS

Festival Organizer:

Reports to: Festival Supervisor

Canada Summer Job Eligibility Criteria: Participants be between the ages 15 to 30; a Canadian citizen, permanent resident or person to whom refugee protection has been given under the act; and have a valid SIN number. Due to program criteria, international students are not eligible.

Salary: \$17.50 / hour

Length: 8 weeks starting June 9 / 35 hours per week (work on weekends likely required)

Based: Sudbury and onsite during festival

Overview: Are you detail oriented, enjoy developing partnerships, securing sponsorships, and ensuring contracts are followed? Do you enjoy collaborating with team members to help create an awesome festival experience? This job is for a super organizer who both works independently and collaborates well with other team members.

Sponsorship & Partnership Development:

- Actively seek new corporate sponsors and partners to support the festival. Maintain and strengthen relationships with current ones through regular updates and engagement.
- Ensure sponsors/funders/partners contracts are followed and thanked through various channels including social media, website, and onsite.
- Draft sponsorship agreement proposals tailored to partner needs.

Vendor and Workshop Management:

- Organize food and craft vendors: Work with vendors and public health so that contractual obligations are fulfilled, there is adherence to public health regulations, and vendors are supported during the festival.
- Organize workshops: Working with team members to ensure workshop leaders meet their obligations and that audience members are informed on location/timing.
- Help develop copy for the program and sell ads.

Social Media/Digital Tasks:

- Collaborate with team members to develop creative audience engagement strategies.
- Ensure timely and accurate communication with the public regarding event details.
- Develop communications focused on vendors, workshops, sponsors, and partners.
- Promote and reinforce inclusion messaging to volunteers, members, and the wider community.

Financial

- Enter and reconcile financial data in organizational records.
- Ensure receipts are imputed.

Post festival:

- Work with team members to create reports focused on areas of work, including an audience satisfaction survey.
- Work with team members to catalog and organize festival-related media, such as artist photos and videos, for marketing and archival purposes.

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Volunteer Manager

Reports to: Festival Supervisor

Canada Summer Job Eligibility Criteria: Participants be between the ages 15 to 30; a Canadian citizen, permanent resident or person to whom refugee protection has been given under the act; and have a valid SIN number. Due to program criteria, international students are not eligible.

Salary: \$17.50 / hour

Length: 8 weeks starting June 9 / 35 hours per week (work on weekends likely required)

Based: Sudbury leading up and onsite during festival

Overview: Are you great at motivating and organizing volunteers? Do you value collaboration, respect and inclusion? The Volunteer Manager is responsible for planning, directing, and reviewing all volunteer programs for the festival, in conjunction with other team members.

Planning

- Develop and implement innovative volunteer recruitment strategies in collaboration with team members, creating a social media volunteer recruitment campaign.
- Help foster/develop new sponsorships/partnerships based on needs.
- Help develop copy for the program and potentially sell ads.

Development

- Refresh existing and create new materials to support volunteers, including prepare comprehensive training documents for each crew.
- Manage the Volunteer Schedule.
- Process volunteer applications in line with R&S' established processes.
- Maintain individual schedules and a master schedule for all volunteers.
- Collect and analyze demographic information from volunteer applications.
- Ensure consistent and effective volunteer communications.
- Manage the organization's volunteer email address.
- Train volunteers and their supervisors.
- Organize pre-festival orientation sessions with each crew and supervisors.

Directing

- Coordinate all volunteer activities during the festival, adjusting the volunteer schedule as needed.
- Supervise a team of Crew Supervisors/Lead positions, providing direction prior and during festival.
- Lead a team of 200 volunteers through the 5-day festival.

Reviewing

- Evaluate and update policies and procedures (crew-specific) to guide the volunteer program.
- Track volunteer performance throughout the festival and document feedback for the following season.
- Create a volunteer report post festival.

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MUSIC/CAMPING FESTIVAL

Groundskeeper

Reports to: Venue-Site Supervisor

Canada Summer Job Eligibility Criteria: Participants be between the ages 15 to 30; a Canadian citizen, permanent resident or person to whom refugee protection has been given under the act; and have a valid SIN number. Due to program criteria, international students are not eligible.

Salary: \$17.50 / hour

Length: 8 weeks starting June 9 / 35 hours per week (work on weekends likely required)

Based: Fishers' Paradise/West Nipissing

Overview: Do you enjoy working outside in nature, bushwacking trails and building things? Do you have strong organizational skills, can work independently, and collaborate with others? This position works with other team members to prepare our venue to safely accommodate campers, artists, volunteers, sponsors, and partners for our annual music festival.

Pre-Event Responsibilities:

- Participate in orientation, safety, and mindfulness training with supervisors and mentors.
- Work on building projects to maintain or create new structures.
- Accurately document and submit expenses and receipts.
- Work with volunteers to prepare the grounds and campsites for the festival including:
 - Identify, mark, and remove trip hazards from trails and campsites
 - Develop/improve trails by clearing trees and brush
 - Establish/improve/maintain campsites through brushing and cutting grass
 - Post directional and safety signage
 - Maintain/repair outhouses
 - Prepare firewood
 - Maintain/repair saunas
 - Install additional safety signage and checkpoints
 - Event tent set up and take down (on site and at another location)

Event Responsibilities (with the assistance of volunteers and Crew Leads):

- Ensure consistent supply of firewood and maintain outhouses
- Monitor use of canoes/kayaks
- Working with volunteers and leads, ensure pickup of waste and sorting of recycling
- Oversee cleanup efforts with the assistance of volunteers
- Work with Venue Supervisor to document, catalog, and properly store all equipment

Knowledge, Skills, and Abilities:

- Proficient in operating power tools.
- Physically capable of performing manual labor and working in outdoor conditions.
- Comfortable working in environments with insects.

Licenses or Certifications (let us know if you have any of these): Basic First Aid; Four Steps to Safety training; water safety and lifeguarding certification; valid driver's license; chainsaw certification

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MUSIC/CAMPING FESTIVAL

ONTARIO MUSIC INVESTMENT FUND (ONTARIO CREATES) POSITIONS

Festival Supervisor

Reports to: Chair of Board

Direct Reports: Volunteer Manager, Festival Organizer, and Venue Site Supervisor

Based: Primarily based in Sudbury prior to festival; weekly check-ins on site; based at venue during festival

Length: 10 weeks, 35 hours/weekly (work on weekends likely required)

Salary: \$27-\$30 / hour (depending on experience)

Overview: You are an experienced festival organizer and team leader, with a strong communications background. This role will work directly with the Board, through the Chair, and other Leads overseeing all festival operations, communications, as well as post-festival reporting.

Implementation/Supervision

- Oversee the two Sudbury office staff (Volunteer Manager and Festival Organizer) to ensure they are achieving their tasks/goals including volunteer staffing/training, funder/sponsor development and recognition, as well as ensuring workshops and food/craft vendors are in place.
- Oversee and check-in regularly with Venue Site Supervisor to ensure the venue is prepared for the festival, building projects achieved, and all production/rentals are secured and in place. Post festival, make sure clean-up and inventory is completed.
- Implement the Communications Plan, adapting as needs arise, including marketing, website updates, production of program, postering, and creation of merch. Provide oversight to all communications released and ensure necessary approvals are in place.
- Awareness of ticket sales system and work to realize sales goals and customer communications.
- Work with Leads to ensure artists are supported and artist contracts are met.
- Work with staff and the Sponsorship Committee to develop new partners/sponsors
- **HR:** Ensure staff complete safety and AODA training
- **Financial:**
 - Work with the Finance Committee to ensure that operations fall within budgeted amounts, adjusting as needed; work with Finance committee to implement staff payroll.
 - Ensure artist contracts are in place, with riders implemented and artists paid.
 - Ensure all receipts are tracked and inputted into system.
 - Prepare reports for funders.
- **Licenses or Certifications** (let us know if you have any of these or other related): Basic First Aid; Four Steps to Safety training; valid driver's license; others
- **Skills:** Communications and marketing, crisis management, media relations, website (Word Press), project management, and event management

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MUSIC/CAMPING FESTIVAL

Venue-Site Supervisor

Reports to: Festival Supervisor

Direct Reports: Groundskeeper / Crew Supervisor Leads as appropriate

Based: Sudbury prior to festival with travel on site/based on site during festival

Length: 10 weeks, 35 hours/weekly (work on weekends likely required)

Salary: \$25/hour

Overview: You are handy, enjoy working outdoors, and are a detail minded organizer who can direct/motivate volunteers and staff to complete tasks ensuring the venue is ready and, after the festival, the grounds are cleaned up. You can see the big picture as well as all the steps needed to get there.

Pre-Event Responsibilities:

- Provide orientation and arrange safety training for team members.
- Work with Festival Supervisor to prioritize tasks and determine timelines needed to ready the venue including building projects, maintenance, and completion of campsite/trail building.
- Work with venue on water testing and compliance with public health guidelines.
- Accurately document and submit expenses and receipts.
- Work with groundskeeper and volunteers to prepare the grounds and campsites for the festival including:
 - Identify, mark, and remove trip hazards from trails and campsites
 - Develop/improve trails by clearing trees and brush
 - Establish/improve/maintain campsites
 - Ensure signage is in place and checkpoints created
 - Outhouses are functional and safe
 - Firewood is in place
 - Saunas are in place and maintained
 - Ensure completion of identified building projects
 - Event tent set up and take down (on site and at another location)

Event Responsibilities:

- Work with Volunteer Manager and related Crew Supervisors to ensure event is unfolding smoothly, focusing on production related aspects including transporting artists/gear.
- Ensure waste collection and recycling system is in place and running smoothly.
- Work with Groundskeeper to document, catalog, and properly store all equipment.
- Create a post-event report analyzing the efficiency of camping-related systems.

Knowledge, Skills, and Abilities:

- Proficient in operating power tools.
- Physically capable of performing manual labor and working in outdoor conditions.
- Comfortable working in environments with insects

Licenses or Certifications (let us know if you have any of these or other related): Basic First Aid; Four Steps to Safety training; valid driver's license; chainsaw certification; heights training