



SUMMER JOB OPPORTUNITY

Event Assistant



The Francis Winspear Centre for Music is seeking a dynamic individual as an **Event Assistant**. This is a 12-week role working 35 hours/week and the Assistant will support the Philanthropy department.

Who we are:

As one of the premiere places for music in Canada, the Francis Winspear Centre for Music is committed to provide musical experiences rooted in creativity, nourished by imagination, and sustained by excellence.

We are committed to the importance of the live experience. We host music groups and individuals at every level of ability, anchored by our resident artists, the Edmonton Symphony Orchestra.

We are on Indigenous peoples' traditional lands, who are integral to our history. Equally, we embrace today's multicultural mosaic. Music is one of the expressive languages that transcend and unite people.

We are committed to providing a safe and welcoming space for our community to create, exhibit, and learn about music. We are committed to accessibility. The Centre is a platform for a broad and eclectic range of individual voices to be enjoyed on a communal level.

The Winspear Centre has been a cornerstone of Edmonton's Arts District for 25 years. We welcome 250,000 people annually to participate in musical performances and rehearsals, literary events, meetings, receptions, graduation ceremonies, and educational programs. We are currently working to complete the Winspear Project – a significant building expansion that is currently underway and will include a new 550-seat performance venue, dedicated teaching spaces, and flexible community areas and will help us achieve our goal of reaching 500,000 active participants by 2032. We aim to celebrate the opening of this exciting new addition to Edmonton's Arts District in 2025.

We operate up to 365 days of the year and outside what would be deemed regular business hours. Our employees and contractors have floating work schedules that, occasionally or frequently, include work on evenings, weekends, and holidays depending on the person's role and the needs of our business.

We encourage you to visit our website to learn more: <https://www.winspearcentre.com/>

Who you are:

You love music, you enjoy working on a team and bringing out the best in yourself and your colleagues, you are creative, and you are not afraid to try new things. You are aligned with these values and want us to succeed together.

This is a government funded position that requires candidates to meet the following criteria:

- Between 15 and 30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and refugee Protection Act
- Legally entitled to work in Alberta and Canada



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What you will do:

- Assist with summer events including community concerts to support with registration, hosting, and coordinating
- Create positive experiences for patrons and donors
- Support to create and revise documents using MS Office
- Assist the Philanthropy team with planning fall events
- Communicate and engage with diverse people

Qualifications:

- Student in or graduate of a College, University or Institute program where curriculum includes event planning, marketing, or business
- Event planning experience
- Strong written and verbal communication skills
- Intermediate skills using MS Office
- Enjoy working with people and have the compassion, patience, professionalism, and follow-through to provide outstanding customer care
- Strong communication and problem-solving abilities and enjoy working in a fast-paced environment.
- Experience working with many details and being organized and able to prioritize work
- Positive attitude
- Energetic and able to contribute well within a team environment
- Valid driver's license and access to a reliable vehicle
- Able to work evenings and weekends when required

Hourly Wage: \$19/hour

Please submit résumé and cover letter as a single-attachment PDF to hire@winspearcentre.com and include "Event Assistant" in the subject line of the email. Please mention how you heard about this role. Applications that do not include a cover letter will not be considered. No phone calls please. Any questions may be emailed to the stated email address.

The position will remain open until a suitable candidate is found.

The Winspear Centre is an equal opportunity employer and encourages applications from all qualified individuals. Applicants who are either Canadian or permanent residents of Canada will be considered prior to international applicants. We thank you for your interest. Only those selected for an interview will be contacted.