

Program Assistant – Music in the Parks

Temporary – April 28th – August 29th, 2025

Parks & Recreation Services

Competition # 52

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This temporary position of between 24 to 40 hours per week will include a variety of days, evenings and weekends and will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

Rate of Pay: \$17.82 – \$19.21 per hour (2023 Rate)

Closing Date: 11:59pm on March 10, 2025

PURPOSE OF POSITION

The City of Brandon is looking for an individual who is energetic and enthusiastic, with a love for live music, and familiarity with the equipment and technical demands of live performances, to be the Program Assistant for the Music in the Park program. The successful candidate for this position will participate in planning, booking and promoting the Music in the Park concert series, as well as other live music events separate for Music in the Park, and also act as the MC and audio tech for these events. They will be required to represent the City in interactions with the public and performers, both paid and volunteer, including adults, seniors, and youth. The scope of this position may require a combination of days, evenings and weekends.

TYPICAL DUTIES AND RESPONSIBILITIES

- Participate in all aspects of coordinating the Music in the Park concert series and other live music events;
- Act as audio tech for live music events, including the assembly, operation, and maintenance of the technical equipment used for live performances, including City-owned and rented equipment, according to the needs of the performer(s);
- Act as MC and for live music events, including introducing performers and thanking sponsors and partners;
- Represent the City of Brandon in interactions with the public, volunteers, performers, contractors, etc.;
- Create promotional material such as posters, pamphlets, invitations, etc.;
- Assist in booking performers and identifying potential performers for future events;
- Track the number of attendees at each event;
- Develop and maintain a photo/video library in relation to Music in the Park and other live music events;
- Produce written reports at the conclusion of any events or programming;
- Work as part of a team or independently, in all weather conditions;
- Assist with various other City of Brandon events or programs as required;
- Perform other duties as assigned or required.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Experience with live music and performance, including technical familiarity with necessary sound equipment.
- Must possess and maintain a valid Class 5 Province of Manitoba Driver's License and have access to a vehicle;
- Successful completion of a Criminal Reference Check and Child Abuse Registry Check including Vulnerable Sector Verification.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Community centric mindset;
- Energetic and enthusiastic;
- Strong organizational and problem solving skills;
- Detail oriented, with considerable attention to supporting artists and cultural groups;
- Willingness to work as part of a team or independently, in all weather conditions;
- Preference will be given to candidates with previous live event experience;
- Ability to work within a defined budget;
- Demonstrated ability to positively communicate and interact with people of all ages.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!