

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Program Assistant – Music in the Parks – Summer Term

Parks and Recreation Services

Do you enjoy organizing and promoting events that foster creative cultural opportunities and community involvement through music? The City of Brandon is searching for an individual with great organizational and interpersonal skills to join the Recreation department to assist in the planning, promotion, and delivery of recreation programming, with a focus on the Music in the Parks program. Music in the Parks is a long-standing program that stages free concerts at various park locations throughout the city every Tuesday during the summer months. We are looking for an individual who is creative, energetic, and enthusiastic, with a passion for music, and technical sound engineering experience. In this position the incumbent will regularly interact with members of the community, which will include volunteers, program participants, adults, seniors, children and youth. The scope of the position will require a combination of day, evenings and weekend shifts.

POSITION DUTIES & RESPONSIBILITIES

- Assist in the planning, promotion, and delivery of Parks and Recreation's events and programs, with a special focus on Music in the Parks;
- Coordinate the necessary sound equipment according to the needs of the potential performers;
- Supervise and direct volunteers in a variety of capacities;
- Create promotional material such as posters, pamphlets, invitations, etc.;
- Develop and maintain a photo/video library in relation to volunteers, projects, programs, and events;
- Cooperate with other City departments as needed to carry out assigned programs;
- Liaise with the necessary government offices to work within any applicable regulations;
- Promote all Parks and Recreation volunteer programs and opportunities throughout the community;
- Participate in the planning and coordinating of new programming ideas;
- Assist with developing and implementing effective strategies to recruit, develop, and retain volunteers for Music in the Parks and other City events and programs;
- Take registrations as required for events and programs;
- Track the number of attendees for each event;
- Complete reports and evaluations for events and programs;
- Perform other duties as assigned or required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Demonstrated interest and knowledge in community collaboration;
- Demonstrated ability to positively communicate and interact with people of all ages and cultures;
- Music/sound technical experience;
- Able to work days, evenings, and weekends as needed;
- Must possess and maintain a valid driver's licence 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

- Demonstrated interest and knowledge in music and culture;
- Must be energetic and enthusiastic;
- Excellent public relations skills;
- Strong organizational and problem solving skills;
- Creative graphic design skills;
- Marketing and social media skills;
- Ability to work within a defined budget;

Competition #220023

Posting date: February 22, 2022

Please apply with a resume and cover letter on-line at: <http://jobbank.brandon.ca>

This opportunity is available to all applicants; however first consideration will be given to current City of Brandon CUPE employees

Applications will be accepted until **11:59 p.m. on March 8th, 2022.**

Rate of Pay: \$17.56 – 18.93 per hour (2022 rates)

Position Conditions: This temporary position of between 24 and 40 hours per week and 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

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 Twitter!

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

Serving and Building Community!