



**FREEWILL
SHAKESPEARE
FESTIVAL**
PLAYS FOR A MIDSUMMER NIGHT.

Job posting: FREEWILL SHAKESPEARE FESTIVAL

Position: Site Coordinator (Student Position)

Duration: June 12 through July 24, 2014 (6 weeks)

Reporting to the Production Manager and working in tandem with the Assistant Managing Director/Volunteer Coordinator and the Concession & Merch Coordinator, the Site Coordinator will be responsible for facilitating smooth operations, maintenance and safety of the Festival site. This includes overseeing the general custodial needs of the amphitheatre, supervision of patrons during performances with regards to the Concession, Beer and Merchandise tents, as well as assisting with setup of rentals for special on-site events during the Festival.

Key Responsibilities:

- Site Coordination
 - Anticipate site requirements for each show with regards to consumable supplies, waste removal, cleaning facilitation, and general order, cleanliness and appearance of the Amphitheatre Site
 - Prepare the Amphitheatre Site for Production staff and patrons each day and special events during the Festival run
 - Ensure the Site is secured at the end of each show, liaising with Night Security and the City of Edmonton Amphitheatre Coordinator
 - Maintain records of all incidents arising on Site, and perform post-job evaluation
- Volunteer Management
 - Support and motivate volunteers in regards to the physical needs at the site and delegate responsibilities appropriately to volunteers under the discretion of the Volunteer Coordinator
- Other
 - Assist with Set Up and Strike of the set
 - Provide supervisory assistance in relation to patron and volunteer safety in the Site during performances
 - Manage external disruptions in the Park during performances
 - Prepare for and assist in facilitation of possible emergencies or evacuations procedures.

Qualifications

- Must be returning to full time post-secondary studies in Fall 2014
- The ability to safely lift a minimum of 50 lbs.
- Strong time management and organizational skills
- Self-starter, motivated and able to work with minimal supervision
- Personable and confident communicator
- Flexible team player ready to contribute to other jobs as required
- Basic level of understanding of live theatre and/or festivals
- Preference given to those with a Technical Theatre or maintenance background

Hours of Work and Remuneration

The Site Coordinator commences full-time work one and a half weeks prior to the festival. For the duration of the festival (June 24 to July 20), hours are approximately 5:00 pm to 11:30 pm Tuesday to Friday, and noon to 11:30 pm (with a break between shows) on Saturdays & Sundays. Because the nature of the position is based on the needs arising at the Site, hours of work are subject to change. Scheduling outside of performances is based on needs of the Site as required.

The weekly rate of pay is \$500.00 for a period of six weeks.

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Tiana Tolley, Festival Production Manager at pm@freewillshakespeare.com

Application deadline March 1, 2014

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Interviews will be scheduled for mid March.