



Job Title: Assistant Festival Producer (2 positions)

Application Deadline: April 11, 2025 or until the positions are filled

Targeted Start Date: May 5, 2025

Term: 8 weeks

Compensation: \$20/hour, 35 hours per week

The Thousand Faces Festival is seeking 2 **Assistant Festival Producers** to assist in the planning and execution of our 2025 Festival. One Assistant Producer will be focused on food concessions and outdoor site infrastructure. The second Assistant Producer will act as the volunteer coordinator for the Festival.

Since 2012, the Thousand Faces Festival has celebrated the myths and stories at the roots of Edmonton's many cultures through theatre, music, dance, and other artistic disciplines. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages. We strongly encourage submissions from people of all backgrounds and look forward to continuing our tradition of discovering what connects us all through art. As the Thousand Faces Festival Association supports the [Canada Summer Jobs program's national priority](#) to create opportunities for youth who are underrepresented in the labour market, **we are actively encouraging applications from BIPOC and 2SLGBTQI+ individuals for our Associate Producer positions.** Applicants of all backgrounds will be considered on an equal basis.

This position is supported by the Canada Summer Jobs Program. To be eligible, applicants must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

Please note that our in-person Festival activities will take place from June 19-22, 2025. Successful applicants will be required to work from our festival site on Alberta Avenue during these dates, in addition to weekly in-person team meetings. Access to a vehicle is encouraged, but not required.

Assistant Festival Producer Job Description:

The **Assistant Festival Producer** will work in collaboration with the Festival Producer, Artistic Director, General Manager, and Production Staff to implement parts of the 2025 Thousand Faces Festival. Responsibilities will include:

- Assisting the Festival Producer with operations of the Festival
- Helping oversee the execution of Festival productions, events, and broadcasts
- Overseeing and executing the recruitment and management of Festival volunteers
- Coordinating the Festival's health and safety plans in conjunction with the Festival Producer
- Coordinating procurement, set up, use, and tear down of outdoor site infrastructure
- Acting as primary point of contact for site-related questions during the Festival weekend
- Coordinating the delivery and serving of food from local restaurants at the Festival site
- Keeping track of expenses and revenues, and the associated paperwork
- Liaising with artists, technicians, volunteers, and other contractors
- Assisting with the orientation and contracting of artistic, administrative, production, and volunteer personnel
- Assist with the creation of marketing and website materials in conjunction with marketing staff

Assistant Producer Qualifications:

We are looking for self-motivated individuals that have a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other arts. Previous experience with event and/or volunteer management are a must. Knowledge of and previous experience with food handling are assets for the site-focused position. Good writing, communication, and numerical skills; team building and supervision experience; and out of the box thinking are all assets. This position may be ideal for a current post-secondary student looking to increase their event management and producing skills.

Please send a brief cover letter and your resume to producer@thousandfaces.ca with the subject line **Assistant Festival Producer Application**. In your cover letter, please specify which focus you are the most interested in. The deadline to submit your application is Friday, April 11, 2025. Only candidates who are chosen for an interview will be contacted. Interviews will be scheduled starting April 10, 2025.