



## 2023 Summer Bash Summer Student Job Description

The Summer Bash events are organized in partnership with the Albert Park Community Association. We are now one of the largest providers of events in Regina. We operate events year round but our busiest time is June to October. 2023 events include multiple movie nights, our annual Summer Market in August, and a partnership event with the QCM in place of our usual Cultural Evolut!on this fall. More details can be found at [www.SummerBash.ca](http://www.SummerBash.ca) or [www.Facebook.com/SummerBashYQR](https://www.facebook.com/SummerBashYQR). Summer Bash is committed to inclusion and diversity, unfortunately, due to grant restrictions we are not able to hire international students to full-time positions. We encourage international students to apply as volunteers as we do hire some part-time positions from this pool.

### **Job Description:**

Under the Event Organizer's supervision, the Summer Bash Summer Students will contribute as leaders and collaborators to plan and execute community events hosted in Regina and the surrounding area's community spaces. The team of students will be responsible for leading all activities, including building project schedules, communication plans, risk mitigation plans, planning event logistics, developing marketing plans, designing promotional materials, managing social media platforms, arranging licensing and permits, attending stakeholder meetings, engaging and leading our volunteer team and the general day-to-day operations of the events.

This position would provide an ideal summer employment experience for a student in business administration, human services, hospitality or computer science (will also consider students from other disciplines as we have in the past four years). Those with a passion for giving back to their community will thrive in this role as you are given the opportunity to network at multiple levels and develop the skills to execute the events from start to finish. We aim to utilize each student's existing skill set and also give them the opportunity to develop new skills throughout the summer.

### **Duties and Responsibilities:**

- Students must lead by example. Students are the face of our organization, and they will be a primary contact for many. As such, you must ensure that respectful communications take place while representing the values and foundational pillars of Summer Bash.
- Build relationships with vendors and community groups such as indigenous elders, community-based organizations, artists, local businesses and multinational businesses. For the past several years, we have worked with approximately 400 different organizations, which requires dedicated organizational skills to manage.
- Communicate clearly and directly, and tailor messaging to the intended audience.
- Book performances and community groups to participate in events, which includes coordinating logistics and on-location needs.
- Implement promotional material on print, web, social, etc. This could include organizing press releases, interviews with the local media, and even participating in on-air interviews.
- Build relationships with sponsorships and ensure promises and expectations are delivered as promised.
- Prepare reports for sponsors following each event.
- Recruit and manage volunteers for all events (typically up to 200 volunteers) and train all volunteers. Developing detailed site project plans for each event is a requirement.
- Use a web-based event management software program, a Wix-based website, a Square payment processor, and all social media accounts, including Facebook, Twitter, and Instagram.

- Computer applications such as Microsoft Suite, Adobe Suite and other photo or video editing software are assets.
- On location scheduling, day of event coordinating and wrap up activities.

### **Required Skills and Qualifications:**

- Students pursuing post-secondary education in a related field of studies such as business administration or computer science.
- Background in supporting your community and volunteering is an asset.
- Demonstrated personal leadership and accountability.
- Effective oral and written communication skills.
- Ability to work independently and also as part of a team.
- Strong computer skills such as Microsoft Suite, event management software, Adobe Suite, and other photos/video editing software.
- Demonstrated project management and organization skills.
- Successful students must submit a recent vulnerable sector criminal record check.

### **Compensation and Hours of Work:**

- \$16 per hour. Pay periods land every second Friday.
- At the end of the summer, there is a potential bonus structure based on goals set and event funding achieved.
- Variable work hours; shifts can include day and evening work. Full time 35 hrs/wk.
- The work week is typically Tuesday to Saturday.
- While not an expectation, there are many volunteer needs outside of the workweek. As a non-profit volunteer based community association we encourage our students to volunteer outside of their paid hours to ensure the heart of our community endures.
- While vacation pay is paid on each cheque, we are flexible with time off needed.
- Part-time, casual work may be available from May to September 2022.
- We carry Workers' Compensation Insurance and will provide initial safety training for students.

### **Work Environment:**

The Community Association does not have a physical office at this time. We have a leisure center that has a Boardroom to be utilized. In the past three years, the committee has been able to use sponsor or organizer's locations for planning and meetings. Much of the work can be done from home - the expectation is to demonstrate accountability and independent work ethic.

### **Physical Stresses:**

The majority of the work involves using a computer and paying attention to details which involves prolonged sitting or standing. Our events include heavy physical effort, including lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, and repetitive movements.

### **How to Apply:**

The position is for a minimum of 8 weeks, and a possibility of part time work after the summer. The earliest start time available is July 4, 2023, and September 4, 2022, is the latest end time. We prefer students that could work till September 4 and we are flexible on start dates. There is the possibility of some part-time hours until the middle of October.

For those applicants interested, please send a cover letter and resume to [info@summerbash.ca](mailto:info@summerbash.ca) before June 27, 2023. Please discuss how you would be the ideal candidate for the position by referencing the skills and qualifications required. Only those applicants that are accepted for an interview will be contacted.