

## Summer Festival Assistant (*Summer Student*)

The North Bay & District Multicultural Centre has secured an Ontario150 grant to host the Drumming & Dance Festival during the Civic holiday weekend 2017. This two day festival will be held during the North Bay Summer in the Park Festival on its own dedicated stage. The festival will also run two youth workshops. This Drumming & Dance Festival will grow the public's awareness of newcomers' and francophones' contributions to shaping Ontario's culture, people, and history over the past 150 years.

### TO BE ELIGIBLE, APPLICANTS MUST:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*<sup>2</sup>
- be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

### JOB SKILLS/QUALIFICATIONS:

- Strong interpersonal and communication skills
- Excellent administrative and coordination skills
- Outgoing and engaging
- Marketing, promotion and/or event planning experience
- Excellent presentation and computer skills
- Bilingualism is an asset (English and French)
- Students enrolled in the following programs are encouraged to apply: Marketing, Communications, Business, Sports & Recreation, or other related fields

### JOB DUTIES:

- Assist the lead organizer
- Liaise with performers, partners and sponsors
- Organize the festival planning committee's meetings and take minutes
- Secure sponsors and engage new partners through community outreach
- Promote participation in the youth drumming workshops
- Onsite festival assistance to the lead organizer (August 5 & 6)
- Conduct research and create reports as needed
- Some front reception duties

### JOB DETAILS:

12 week contract starting Monday, June 5<sup>th</sup> 2017  
8:30 a.m. - 4:30 p.m., Monday-Friday, with some evenings and weekends  
\$11.40/hour, 35 hours/week

### METHOD OF APPLICATION:

Submit cover letter and resume via email by **noon on Friday, May 19<sup>th</sup> 2017** to:

Meg Ramore  
Local Immigration Partnership Coordinator  
North Bay & District Multicultural Centre  
100 Main St. E, North Bay, ON  
Email: [MegRamore@nbdmc.ca](mailto:MegRamore@nbdmc.ca)

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