



Festival Information Officer Intern/Volunteer

This is an unpaid internship/volunteer position. You will serve as an information conduit for the TD Vancouver International Jazz Festival. The Festival Information Officer reports to the Marketing Director.

Contract Period:

3 x 6 hour shifts/week immediately to March 30th.

Job Description:

The Information Officer responsibilities include, but are not limited to, the following:

- Filtration, management and dissemination of existing & incoming festival information, which is critical to all departments for smooth execution of over 400 shows in ten days.
- Confirmed Festival Artist research and follow up as needed by the Media, Marketing & Programming Departments.

Qualifications:

- Ability to work independently as well as in a team setting.
- Excellent organizational skills with key emphasis on details.
- Good communication and interpersonal skills.
- Experience with Word & Excel a must.
- Experience with Filemaker Pro & Salesforce is preferred.

Contact:

Jen Thomas

Operations Coordinator

Coastal Jazz & Blues Society / TD Vancouver International Jazz Festival

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Applications close Jan 30th, 2012. Only those selected for an interview will be contacted.