

Saskatchewan FESTIVAL of Words

Saskatchewan Festival of Words: Summer Interns

As an official intern and/or marketing intern at our Festival you will be under the direct supervision of the Operations Manager. The Festival Interns will be responsible for supporting Festival staff to help ensure the successful execution of the 30th annual Saskatchewan Festival of Words in Moose Jaw.

Tasks will include, but not be limited to:

- Assisting with reviewing graphic design work, developing promotional materials, and distribution
- Acting as Festival Ambassadors in our community
- Assisting public and presenter relations during the Festival
- Administrative duties: issue receipts, update databases, and other duties
- Soliciting businesses for advertising
- Website updating, moderating of events through YouTube
- Volunteer management and training
- Some work from home is possible

Note: The interns will be required to keep accurate computerized transaction records, and submit a written progress report and self-evaluation to the government funders upon completion of the program.

Required qualifications:

- student returning to full-time studies in the fall
- strong oral and written communication skills
- interest and/or experience in promotions, event planning, marketing, creative writing, arts
- enjoys – and may have experience – working with a variety of people of all age groups
- pays careful attention to detail
- possesses basic computer literacy and knowledge of social media

Desirable skills:

- possesses strong time-management and organizational capabilities
- can prioritize multiple tasks effectively and efficiently
- can work as part of a team and independently
- shows initiative and independence by implementing duties from start to finish
- can work toward and meet deadlines
- displays patience, flexibility, and creative thinking

Duration of Employment: May 19th to July 24th, 30 hours/week, \$15.35 hourly wage. Hours of work may vary.

Applications must be received by the closing deadline: Monday, May 1 at 4pm. Only those selected for an interview will be contacted.

Submit resume with cover letter and three references to:
Saskatchewan Festival of Words 217 Main Street North Moose Jaw, SK S6H 0W1
Phone: 306-691-0557 Email: Amanda@festivalofwords.com