



Call for Applications – Operations Support Position

Are you interested in sharing your time and skills to build community through the arts? Do you have a passion for live events and the logistics needed to pull them off seamlessly? The Pacific Region International Summer Music Academy (PRISMA) Festival is a non-profit, charitable society hosting an annual two-week program that prepares music students and young professionals for a career in music performance. PRISMA students work with internationally renowned artists from the world's finest symphony orchestras. Featuring chamber music concerts, orchestral concerts, a large open-air community performance and open masterclasses, PRISMA is a celebration of timeless music. PRISMA 2018 runs June 11–23. Additional events are hosted outside of June, including our member appreciation AGM, spring concert and International Conducting Masterclass.

Apply within! Applications, including a resume and cover letter in a single PDF, can be submitted to adamson@prismafestival.com by noon on Friday, Jan. 12th.

Operations Support -- Job Description

Job Summary

Building on a foundation of teamwork and communication, the Operations Support (OS) role is crucial to the smooth running of both the PRISMA academy and festival activities. Reporting to the Operations Lead (OL), the OS is responsible for executing logistical and operational needs related to the academy, off-site rehearsals, special events, instrument rentals/pickup/drop off, and other duties as required. Previous experience working in the arts and technical skills related to computer systems and software considered a great asset. Some physically demanding work, travel, evening and weekend (possibly split shifts) work will be required.

Contract Details

The OS contract is 300 hours per fiscal year at \$18.00 per hour. The majority of hours are required leading up to and during the festival dates (Jun 11-23, 2018) with some hours required post-festival and throughout the year to assist with special events, operational maintenance, and assisting with planning activities.

Reporting Structure

The OS reports directly to the OL

Experience Requirements

- Minimum 2 years of relevant work or volunteer experience in production coordination or operations support (preferably within arts/entertainment)
- Demonstrated ability to create and maintain production/planning timelines, and applicable documents, and reports

- Up to date technical production knowledge/skills
- Experience driving a 3-5 ton cube van or similar vehicle
- Experience delegating duties and coordinating small groups of volunteers or contract staff
- Experience working effectively with a mix of staff, volunteers, artists
- Valid class 5 drivers license, clean drivers abstract, and regular access to a reliable vehicle (compensation per km provided)
- Occupational First Aid Level 1 considered an asset
- Experience utilizing Excel and/or Word to build production schedules, etc

Educational Requirements

- High school Dogwood Diploma and/or College University an asset
- Education in theatre/music/event production considered an asset

Personal Qualifications Required

- Excellent time management and organization skills
- Flexible personality with a willingness to take direction
- Ability to engage in physically demanding work
- Strong teamwork and interpersonal skills (sense of humour appreciated)
- Responsible and trustworthy; respect for confidentiality
- Professional written and spoken communication skills
- Regular access to a reliable vehicle (preferably a truck or large vehicle)

Key Duties

Working with the OL, execute and report to OL on logistical planning and implementation in relation to the smooth operations of the PRISMA academy and festival. Coordinate logistical/operational timelines. Assist with festival wrap up and adapting systems and strategies to improve the operations of the festival and academy.

Specific duties include but are not limited to:

- Executing the sourcing, distribution, and return of rental and loaned instruments and short-term equipment.
- Assisting with venue preparation/installation, strike, and storage of stage risers and other event production infrastructure.
- Working with a team of volunteer and professional drivers to support logistics for the academy and festival transportation needs.
- Assisting with major special events such as PRISMA on the Beach and the Symphony Cruise as well as some minor-special events such as fundraising receptions and the Annual General Meeting.
- Assisting the OL with academy operations during festival (working on-site as the main contact for PRISMA academy staff, guest artists, and students)
- Assisting stage crews and venue staff as directed by the OL
- Assisting OL with off-site venue operations (shared duty)
- Assisting in repairing and maintaining the office as requested (light house keeping/maintenance duties are shared)
- Assist with academy/festival waste and recycling.
- Assist OL in supporting the community riser/equipment rental program
- Coordinate, execute, and document OS task timelines and operational procedures.

- Coordinate PRISMA needs with short-term operations suppliers and repair personnel, as directed
- Logistics support for marketing and promotions (coordinating poster install/removal, lawn signage, or the installation/removal of banners), as directed
- Assisting the OL and the Transportation and Logistics Coordinator (TLC) with getting students to and from flight charters/accommodations, as well as some guest artist/student driving.
- Assisting the OL and Academy Lead (AL) in logistics of student transportation to and from special events and outings.