

Does music speak to your soul? Join PRISMA!



Call for Applications: Student Services Assistant

About PRISMA:

PRISMA brings orchestral students and guest artists from around the world to Powell River, BC, to learn and perform during our two-week festival, which features classical music and a symphony orchestra. Through community involvement, a dedicated team of staff, volunteers and a professional board, PRISMA promotes inclusivity, diversity, creativity and opportunity for all.

Job Summary:

This opportunity is made available by the Canada Summer Jobs program, and is subject to grant funding. All applicants must be 30 years old and under.

The Student Services Assistant is a unique position that offers the winning candidate an opportunity to help organize an 80+ piece student orchestra through two-weeks of rehearsals, recitals, master classes and performances. Working directly with the Student Services Coordinator, you'll be tasked with helping to plan, prepare and schedule for the arrival of students, manage the student field office during the festival and act as the orchestra's music librarian – tracking, printing and familiarizing yourself with each piece of music needing to be played. As well, you'll take on the role of Student Ambassador, getting to know an amazing group of talented young people and helping them on their professional journey – and maintaining a high level of care for their safety and wellbeing.

This position is collaborative: along with the Student Services Coordinator, you'll be liaising with the Office Administrator, Volunteer Coordinator, Production Coordinator and Music Director. You'll be asked to attend staff meetings and report on your duties and progress.

Experience & Qualifications:

As part of the Canada Summer Jobs program, this position is meant to grow your experience and skills and further your placement opportunities after the program is finished. Qualified applicants should also:

- Have above average computer skills (Microsoft Office a must) and regular access to email
- Be team-oriented, organized, timely, and work well under pressure.
- Have some prior experience in performance, arts/music production
- Possess excellent cross-cultural communication skills (multilingual is not required, but is beneficial).

Other Details:

This position is for 12 weeks – April 23, 2019 – July 19, 2019 – at 30 hours per week and at a rate of \$15 per hour. Applications, including resume and cover letter in a single PDF can be sent to office@prismafestival.com. This posting will remain active until filled.

