



**Job Title: Assistant to the Festival Director**

**Reports To: Festival Director**

**Job Category: Team Leader**

**Job Overview:** As the Assistant to the Festival Director you will work directly with the Festival Director to help ensure the success of the Pride Winnipeg Forks Festival.

### **Responsibilities and Duties:**

- Assisting the Festival Director in maintaining deadlines
- Acting as first point of contact for general inquiries to the Festival Director
- Liaise with Festival Managers as required
- Administrative tasks as required

### **Qualifications:**

- Previous experience with Microsoft an asset
- Ability to remain calm and manage others in a fast paced environment
- Ability to work as a team
- Ability to multitask

### **Position Expectations: Mandatory**

- Attend 3-4 scheduled Festival Operations Meetings
- Attend Volunteer Orientation
- **Attend Friday – Monday on site during Pride Festival Closing Weekend**
- **Optional:** to attend Pride Winnipeg regularly scheduled meetings

Pride Winnipeg Festival Inc.  
PO BOX 2101 - Station Main  
Winnipeg, MB, R3C 3R4  
[www.pridewinnipeg.com](http://www.pridewinnipeg.com)

