



**Job Title: Administration Manager**

**Reports To: Festival Director**

**Job Category: Team Leader**

**Job Overview:** As the Administration Manager you will be responsible for providing administrative support to the Winnipeg Pride Festival Staff by assisting with all aspects of administrative management, directory maintenance, and logistics while running the Festival Grounds Office.

**Responsibilities and Duties:**

- Operation of the Festival Grounds Office
- Provide administrative support to the Festival Grounds team
- Reviewing and Festival Grounds documents and updating as needed
- Schedule meetings and booking locations for Festival Grounds Meetings and record minutes
- Track and keep inventory of all rental equipment on and off the Forks Festival
- Maintain Festival Lost & Found, and be an Emergency and Security contact point
- Other tasks as assigned from Festival Director

**Qualifications:**

- Previous experience with Office Management and 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 4 scheduled Festival Grounds Management 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)

