



**2010**

JazzFest Regina 2010 is seeking an Associate Producer and /or competent, focused, bright, and experienced individual(s) for our 2<sup>nd</sup>. Annual JazzFest Regina. Successful individuals(s) will work with and report to the JazzFest Regina 2010 Committee.

In consultation and collaboration with the JazzFest Regina 2010 Committee the Associate Producer and/or competent individual will form an operational plan for JazzFest Regina, assist in negotiation and implementation of service contracts with musicians and suppliers, as well as permits associated with the production of JazzFest Regina. The successful candidate(s) will also be responsible for securing, managing, and training a group of volunteers and coordinators who will ensure that the operation of JazzFest runs smoothly and that challenges are successfully met and resolved. The successful candidate(s) will also ensure the smooth set up and dismantling of the JazzFest Regina sites at the end of JazzFest.

The Associate Producer and/or successful candidate(s) will develop a production and/or performance strategy for the approval of the JazzFest Regina Committee. It will be implemented under the supervision of the Associate Producer with the team of volunteer coordinators. The Associate Producer will also develop a coordination plan and provide a strategic review process to the JazzFest Regina Committee for approval. The Associate Producer is responsible to implement the coordination plan and keep the JazzFest Regina Committee informed of progress through timely reports.

The Associate Producer and/or successful individual(s) will undertake the following responsibilities: develop, manage, and review JazzFest sites including free stages & beer garden; solicit suppliers, corporate, business, and individual sponsorships; support JazzFest grant applications; develop and manage media events, a communications strategy, and promotional campaign in cooperation and conjunction with the JazzFest Regina Committee; and carry on other business as directed by the JazzFest Committee.

Successful candidate(s) will be those best combining the following traits and qualifications:

- Ability to work effectively with the public, volunteers, sponsors, and suppliers
- Commitment to pursuing a career in arts and culture and developing JazzFest Regina
- Successful experience with festival and event planning and coordination
- Strong administrative, communication, coordination, management and organizational skills
- Knowledge of database systems and production of reports
- Ability to work well independently and respectfully with others

- Ability to direct and effectively manage volunteers, vendors, suppliers, and other key functions of the Committee
- Experience working with non-profit organizations
- Educational background relevant and consonant with the foregoing qualifications

Deadline for applications is: Monday, March 1<sup>st</sup>, 2010.

All interested applicants are invited to submit a detailed resume of experience, three references, and a two page proposal including anticipated fees and schedule of payment.

Please no phone calls and only those candidates chosen for an interview will be contacted.

Please apply by email to: [regjazz@sasktel.net](mailto:regjazz@sasktel.net)

Or by mail to: Regina Jazz Society  
P.O. Box 24054  
2202 Broad Street  
Regina,SK S4P 4J8