



**Festival Coordination Assistant, Contract Position (STEP)**  
**May 15<sup>th</sup> to June 9<sup>th</sup>, 2017      30 hours per week/\$14 an hour**

The Edmonton International Choral Festival (EICF) will feature professional international and Canadian choirs, internationally renowned guest conductors, and Edmonton's own *Pro Coro Canada* (conductor, Michael Zaugg), as well as engaging local choirs and individual singers throughout the community. For the inaugural festival, which will take place from June 1<sup>st</sup> to 4<sup>th</sup>, the EICF is delighted to announce the participation of Sweden's *Voces Nordicae* (conductor, Lone Larsen), *Halifax Camerata Singers* (conductor, Jeff Joudrey), and Swedish conductor, *Robert Sund*, who will lead a mass choir in the concluding Gala concert of the festival. Throughout the festival, conductors and interested singers can participate in educational sessions led by our guests. The Festival will add yet another layer of distinction to the long-established choral excellence for which this city is recognized provincially, nationally and internationally. We invite you to be a part of this exciting musical venture.

The Festival Coordination Assistant is a contract position responsible for assisting the General Manager in all aspects of the Festival. The Assistant will report to and be supervised in large part by the General Manager. The responsibilities of the Assistant are wide ranging and will contribute in a significant manner to the success of the Festival. Please note that hours will be variable, especially in the week leading up to the Festival and during the Festival itself. This position has been made possible through the Summer Temporary Employment Program (STEP) and is for students returning to high school or a post-secondary institution no later than November 1<sup>st</sup>, 2017.

Duties include and are not limited to:

- Box office management (ticket tracking, front of house)
- Promotion of the Festival on Facebook, Twitter and Instagram.
- Ordering and sale of Festival merchandise
- Soliciting, training and scheduling of volunteers
- Assisting guest and gala choirs when needed
- Various duties as assigned by the General Manager.

Please note that the Edmonton International Choral Festival is produced by Pro Coro Canada and the employment contract will be through that organization.

The job will remain open until filled. Please send your resume to the attention of Mireille Rijavec, General Manager, Pro Coro Canada at [mrijavec@procoro.ca](mailto:mrijavec@procoro.ca) or at the address below.

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10113-104 Street, Suite 309, Edmonton, Alberta, Canada T5J 1A1  
+1 (780) 420-1247 [www.yegchoralfest.com](http://www.yegchoralfest.com)

