

**Harmony Bazaar Festival of Women & Song Society
Job Description**

- Title: Festival Intern
- Term: 14 weeks commencing May 17, 2021
- Remuneration: \$13.50/hour X 35 hours/week
- Funding: This position is supported financially by the Student Summer Skills Incentive program of the Nova Scotia Department of Labour and Advanced Education. As such **the successful candidate for the position must be registered in or accepted to a full-time post secondary program in the fall and must provide proof of enrollment.**
- Supervisor: Community Coordinator, Frances Scott
(On a day to day basis the student will be supervised by the Community Coordinator and will be supported by other members of the Harmony Bazaar Board.)
- Description: This position will place focus primarily on support to local festivals. Particular focus will be placed on events and projects presented by the Harmony Bazaar Festival of Women & Song Society, however, will also support Lockeport & Area July 1st Celebrations and the Lockeport Sea Derby.
- Duties: Assist with day-to-day organizational tasks including checking mail and email, answering enquiries from artists and the public, and other general office duties.
- Developing marketing based initiatives to promote community festivals including the coordination of festival programs and flyers.
- Regularly submitting press releases and community announcements to various media resources (ie. radio, newspaper, television, internet).
- Working with youth agencies such as “Our House Youth Wellness Centre” to encourage increased youth participation in Harmony Bazaar and other community festivals.

Coordinating summer cultural activities within the community.

Providing general assistance in a variety of festival related issues such as digitizing paper documents and organizing them in a manner that can be easily accessed by board members or other staff when needed.

Note: A special emphasis of the project is to promoting additional music events and outreach activities which aim to increase involvement by at risk and sometimes isolated members of the population.