



Assistant to the Executive Director – [Saskatchewan Music Festival Association](#)

Deadline: September 15, 2023

Starting Salary Range: \$35,000 to \$40,000

The Saskatchewan Music Festival Association (SMFA) is seeking a detail oriented, self-motivated, energetic individual to fill the full-time position of Assistant to the Executive Director. SMFA, established in 1908, is committed to promoting excellence in music and spoken word by providing performance and educational opportunities throughout Saskatchewan. In addition to the support of the production of over 40 affiliated district music festivals, SMFA provides a provincial Syllabus, Concerto/Opera Competition, Provincial Finals, Canada West Performing Arts Festival and Conference/AGM for member festivals.

The primary responsibilities of this position initially include hiring and facilitating the work of adjudicators (approximately 170), program coordinating/event management, postings to website and social media (Facebook and Instagram), and other duties as assigned.

Required Qualifications, Knowledge and Skills:

- A diploma or degree from a recognized post-secondary institution.
- A minimum of two years of relevant/related experience.
- Keen attention to detail and exceptional organizational, time management, and both written and verbal communications skills.
- Strong planning and problem-solving skills.
- An above average proficiency using Microsoft Office - including Word, PowerPoint, Excel, and Outlook. Experience with Access, QuickBooks, WordPress, Canva, JotForms and Survey Monkey software would be an asset.
- The ability to work independently and as part of a team acting with appropriate discretion, confidentiality, and enthusiasm.
- A valid driver's license, ability and willingness to travel provincially and work evenings and weekends, as needed.

To be considered for this position, you must clearly identify your qualifications, experience, knowledge, skills and abilities and where you obtained them in your cover letter and resume. SMFA thanks all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Candidates chosen for an interview will be asked to provide three professional references.

The SMFA office is headquartered in Regina, however, qualified candidates within Saskatchewan will be considered. Pension and benefits package available.

To apply, submit your cover letter and resume by midnight on **Friday, September 15, 2023** to: Carol Donhauser, Executive Director (carol.smfa@sasktel.net)

Funded by:

