



## Summer Band Camp & Program Assistant Position(s)

The Saskatchewan Band Association coordinates the delivery of 5 Band Camps over the summer, reaching over 450 aspiring Saskatchewan youth musicians each year. The Summer Band Camp & Program Assistant will work directly with Camp Coordinators to support all aspects of Camp program preparation and delivery. The Assistant will be assigned to specific camps and will provide specific support in the planning of events, solicitation of sponsors and any other areas of support needed by the Camp Coordinators.

The Assistant will also work with the Program Administration Assistant, Administration Coordinator and CEO on other SBA event and communication projects including research projects, website & social media development, and planning for fall events. The Assistant will be required to support all aspects of SBA administration as needed to support the functioning of the office, projects and Camp programs.

Specific Job Responsibilities include but are not limited to:

- In consultation with the CEO or designated staff lead, provide support to specific SBA projects such as regional band program development, SBA eNews and website development etc.
- Provide administration support within SBA office as needed
- Assist CEO and Camp Coordinators with overall Camp promotion, registration and data management
- In connection with Camp Coordinators, prepare plan and actively solicit sponsorship and in-kind contributions to reduce camp delivery costs
- Manage sponsor recognition and engagement
- Provide support to and work with Camp Coordinators before, during and after the camp to ensure highly successful camp programs
- Assist with the planning and coordination of camp social events & activities
- Prepare post-camp highlights for SBA website and social media platforms
- Depending on music ability and camp program need, assist in music education delivery during camps
- Actively support the promotion of end of camp Concerts, working to increase community awareness and audience attendance
- Assist Camp Coordinators in data gathering and report writing

## Special Considerations

The Summer position(s) are dependant on funding. The number and length of positions will be finalized once funding levels are confirmed.

Each band camp is one week in length. Once assigned to support a specific camp, the Assistant must be available and on-hand for the entire time of the Band Camp(s) to which they are assigned unless otherwise arranged with the Camp Coordinator(s) or CEO. Kenosee Lake is a residential camp and Program Assistants will be provided with accommodation and expected to remain at the camp. For camps in Regina, Saskatoon and Yorkton, the Assistant may be asked to assist with locating suitable, cost effective accommodations to support their ability to be on-site for the actual camp week. Any related costs in this regard, including mileage, would be managed by SBA in accordance with regular SBA policies and processes.

## Interested?

Submit your resume along with a cover letter outlining why you are interested in the position and how you think your past experiences make you an ideal candidate for the role.

Submissions are to be made by email to: [ceo@saskband.org](mailto:ceo@saskband.org)

**Application Deadline: April 24, 2019**