



## Summer Student Position with SBA

**Position Title:** SBA Summer Band Camp & Program Assistants

The Saskatchewan Band Association coordinates the delivery of 6 Band Camps over the summer, reaching over 500 aspiring Saskatchewan musicians each year. Perhaps you have attended one of the camps yourself or know friends who have. If you are looking for a summer job that will combine your love of band and music with an opportunity to gain hands on experience in program promotion, administration and delivery then this is a position to consider. The successful candidate will also work with the SBA Program Coordinator and the CEO on other SBA event, research and communication projects.

**Location of Positions:** The positions will be based in Regina under the supervision of the SBA Program Coordinator with the addition of time on-site for at least 2 different Band Camps.

**Length of Employment:** As soon as possible to August 31, 2018

**Pay:** \$12.00/hour based on 35 hours per week \*\*\* note that hours may flex to accommodate camp program delivery

**Job Responsibilities:**

- In consultation with SBA Program Coordinator or CEO, provide support to specific SBA projects such as event planning, SBA eNews, new program development and website development etc.
- Provide administration support within SBA office as needed
- Assist SBA Program Coordinator 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

- Depending on music ability and camp program need, assist in music education delivery during camps
- Support the promotion of end of camp Concerts, working to increase community awareness and audience attendance
- Assist Program Coordinator in data gathering and report writing

### **Special Considerations:**

Each band camp is one week in length. Once assigned to support a specific camp, the Program Assistants must be available and on-hand for the entire time of the Band Camp(s) to which they are assigned. Kenosee Lake is a residential camp and the Program Assistants will be provided with accommodation and expected to remain at the camp. For camps in Regina, Saskatoon and Yorkton, if the Program Assistant does not live in those communities they 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.

### **How to Apply:**

Interested Individuals are asked to send a cover letter and resume by **May 15, 2018** to:

Ms. Suzanne Gorman  
CEO  
Saskatchewan Band Association  
2205 Victoria Avenue  
Regina, SK S4P 0S4  
[Sask.band@sasktel.net](mailto:Sask.band@sasktel.net)

If applicable, applicants are encouraged to clearly identify in their cover letter any experience they have had with band programs, music education and SBA band camps.