



Summer Student Position(s) – Apply by March 24

The Saskatchewan Band Association coordinates the delivery of 5 Band Camps over the summer. Pre-pandemic the camps reached over 450 aspiring Saskatchewan youth musicians each year. In 2023 we expect to see our Camps continue to rebuild after the pandemic.

In addition to our Band Camps, the SBA is planning to host our successful Band in the Park events in various communities around the province.

The summer students will work directly with the SBA CEO, Program Administrator and Band Camp Coordinators to support all of our summer programs with particular focus on Camp preparation and delivery support. Students will be assigned to specific camps and will provide specific support in the planning of events, solicitation of sponsors, customer service and any other areas of support needed by the Camp Coordinators.

Our summer students will also work on other SBA event and communication projects including research projects, website & social media development, and planning for fall events. As part of a small staff team, they will be required to support all aspects of SBA administration as needed to support the functioning of the office, projects and Camp programs.

All positions are dependent on funding from the federal Canada Summer Jobs program. Applicants selected for positions will be provided with conditional offers until funding is confirmed (often around mid-April).

For 2023 the SBA is hoping to again hire 4 summer student positions:

- One (1) – Event Coordinator, 35 hours/week from May 1 – August 30, 2023
- Two (2) – Program Assistants, each 35 hours/week from July 3 – August 30, 2023
- One (1) – Marketing Assistant, for minimum 30 hours/week for at least 8 weeks, starting **no later than** June 26, 2023. Applicants available earlier should indicate their availability in their cover letter.

The Event Coordinator is expected to have a high level of organizational and computer skills as well as the ability to represent the SBA with a high degree of professionalism and confidence. Where suitable, the Event Coordinator will provide additional leadership and support to other summer students.

Program Assistants are expected to have experience in their school band program(s) ideally supported by experience in customer service &/or event support and solid leadership abilities.

The Marketing Assistant will be comfortable with writing and preparing promotions. Ideally the successful candidate will have experience in areas such as website content management, social media platforms, promotion/presentation platforms and demonstrated strong writing skills.

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 Band in the Park development, SBA eNews and website development etc.
- Provide administration support within SBA office as needed
- Assist the Program Administrator 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 the 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

Each band camp is one week in length. Once assigned to support a specific camp, the Summer Student 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 SBA EO. Kenosee Lake is a residential camp and 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 which position(s) you are interested in, 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: info@saskband.org

Put “**Summer Position Application**” in your email subject line so we don’t miss it!

Application Deadline: **March 24, 2023**