



VIRTUAL FESTIVAL ASSISTANT (7 month contract position)

Reporting to the Festival Administrator and working with a volunteer Board of Directors, the role of the Virtual Festival Assistant includes a variety of responsibilities, all meant to support the work of the Festival Administrator.

As this a contract position, you will be expected to provide your own equipment (i.e. computer, phone, wifi/internet) with no compensation for these tools. You will be working from your home and there is no in-person requirement for this position. Direction for work to be completed will be provided by the Festival Administrator and constant and timely communication will be required toward the completion of the contract. As the successful candidate you will be required to provide exclusive access to your services from April – July 2022 (inclusive).

About us

The Ontario Music Festivals Association (OMFA) is a registered not-for-profit charity and is the umbrella organization for 45 local musical festivals across Ontario. We provide an important step in the journey towards excellence in music performance with educational opportunities for students and teachers. OMFA's main objective is the development and encouragement of talented Ontario youth in the performance and knowledge of classical music, speech arts, popular music and musical theatre.

General Activities and Functions include, but are not limited to:

- Helping to set up new festival management system (MusicFestivalSuite)
- Source scholarship funding opportunities
- Creating and upkeeping donor, sponsor, alumni and 2022 Festival winner databases
- Social Media posting
- Website
- Reviewing entries – including proofreading, correcting, communicating with local festivals

Essential Skills

- Computer literate (Excel, Festival Management System, Word, WordPress, Canva, Social Media)
- High competency in proofreading and attention to detail
- Excellent time management skills
- Flexibility of work schedule
- Excellent communicator with experience dealing with all ages
- Musical training/knowledge

Desirable Skills

- Self-Starter
- Fundraising

Application Process

To express your interest in this unique opportunity, we invite you to send in your cover letter and resume to: pam@omfa.ca by November 30, 2021.

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.