



SITE SERVICES

Site Services is responsible for managing pre-festival inventory and purchasing, daily on-site dispatch, delivery, pick-up, providing labour for site set-up, and post-festival inventory and storage.

Duties:

- Working with festival staff to maintain a ready, easily accessible store of necessary supplies and materials
- Ensuring required items are delivered to areas in a timely and efficient fashion
- Supporting the pickup, delivery, and return of construction materials and site infrastructure
- Supporting the set-up and tear down of the site infrastructure
- Maintaining a running tally of quantity and destination of deliveries as well as what is returned

Skills:

- Effective communication skills
- Strong customer service skills
- Able to multi-task efficiently
- Excellent interpersonal skills

Requirements:

- Must be **18 years of age or over**
- Accessibility Standards Customer Service Training
- Heavy lifting will be required
- Must provide and wear closed-toed shoes in order to meet safety guidelines
- Willing to work in all types of weather
- Comfortable working in an environment where there is physical activity as well as slow periods between peak times

Assets:

- Forklift certification is an asset, but not mandatory
- Willing and comfortable driving a golf cart
- Bilingualism is an asset
- Trade skills (carpentry, electrical, plumbing, etc.,) and/or truck driving experience an asset, but not mandatory