



Job Description

Taste of Edmonton – Production Supervisor

Two temporary positions available

Main functions: As the Production Supervisor, you will be responsible for: liaising with contractors, organizing deliverables and leading a crew in the set-up, operation, and strike of the Taste of Edmonton Festival. You will work closely with stakeholders, employees, and the public to ensure smooth operation and success of the festival. This is both an office and warehouse position.

Duties:

Here's what you'll be doing:

- Inventory all owned equipment
- Attend meetings with all contractors
- Organize set up and tear down of the festival
- Schedule production staff
- Lead the delivery and removal of all owned equipment to site
- Lead morning or night crew onsite, including assigning lunch breaks and job duties
- Operate a variety of hand tools
- Perform general labour duties as assigned
- Receive deliveries to site
- Ensure beverage levels at the Beverage Oasis are consistent
- Warehouse duties could include painting, performing inventory, carpentry, etc.

Employment requirements:

- Current post-secondary student returning to school in the fall
- Proficient in spoken and written English
- Punctual, meticulous, reliable, and a leader
- Proficient in the use of Google and Microsoft Office applications
- Physically able to lift up to 50lbs and be mobile for 8+ hours
- Follow: human resource policies and procedures as set out in Alberta employment standards; current business processes and systems; and health and safety procedures and ensure policies
- Comply will all provincial federal and municipal codes of practice and bylaws
- Must be of legal age
- Valid driver's license

Key competencies:

- Leadership abilities
- Exceptional problem solving and decision making skills with high attention to detail
- Proven planning, organizing and prioritizing skills
- Strong ability to communicate and work in a team
- Forklift certification is an asset
- Inventory management skills are an asset

Working conditions:

- Position is 16 weeks: May 13 to August 23.
- Contract timeline is 35 hours/week leading up to the festival. During the festival, shifts will be required on the weekends.