



## Job Description

Title: **Festival Assistant**  
Reports to: Executive Director  
Type: Part time, non-exempt

The American Folk Festival on the Bangor Waterfront (AFF) seeks a part-time Festival Assistant to work flexible hours. The AFF is a non-profit organization dedicated to the presentation of the traditional arts through an annual, free-admission, festival of the arts.

The diversity of tasks required to present the annual Festival requires a creative member to add to our small year-round staff. To learn more about us, visit [www.americanfolkfestival.com](http://www.americanfolkfestival.com)

### Overview:

The Festival Assistant works in all areas of the Festival's operations, with primary focus in Volunteer recruitment and training, Operations support, and Administrative work. The successful incumbent will understand the value of the Festival and be able to communicate this on social media and in business communications. He/she will be able to understand the needs of our various stakeholder groups and be able to work with a variety of stakeholder groups.

We seek an exceptionally vibrant, motivated and accomplished professional with demonstrated success in an office setting, and in team building.

### Essential Functions:

In conjunction with the Executive Director, the Festival Assistant will:

- Manage the Festival's Volunteer services program, including recruitment, scheduling and training of volunteers, plus coordination with the Volunteer Leadership. Computer database skills are essential to coordinating this effort.
- Manage the Festival's social media presence (primarily Facebook and Twitter), ensuring that the AFF has a strong, positive social media presence.
- Support staff in presenting our annual Color Bangor 5k fundraiser.
- Support the Development team with database management and correspondence.
- Provide other general Administrative support to the Festival team.

### Qualifications and Skills Required:

High school education or equivalent is required. Two years of successful experience in an office environment is required. Must have excellent verbal and written communication skills. Must have strong ability to work in a data driven environment. Must be professional, collaborative, and discreet. Demonstrate flexibility and excellent organizational skills with the ability to prioritize work. Functions independently, completing a variety of tasks accurately and with close attention to detail in a team environment with frequent interruptions or distractions.

### Work Environment and Physical Requirements:

This position requires sitting for long periods of time and frequent use of a keyboard. Must be able to read and comprehend information, perform simple calculations, and input data accurately. Must be able to occasionally lift up to 50 pounds unassisted.

The work location is primarily an office setting but during the Festival will involve extensive work outside in unpredictable weather. Some work on nights and weekends is required.

To apply, send Cover Letter and Resume by 3/5/18 to:

American Folk Festival  
PO Box 1206  
Bangor ME 04402  
Or  
[heather@americanfolkfestival.com](mailto:heather@americanfolkfestival.com)

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*