

The logo for CityFolk, featuring the word "CityFolk" in a stylized, cursive font. The background of the top of the page is decorated with a colorful, geometric pattern of triangles in shades of red, orange, yellow, green, and blue.

FESTIVAL ADMINISTRATION

This is a very busy crew that is responsible for checking-in and providing initial information to media, sponsors and other festival attendees with specific entrance requirements.

Duties:

- Checking-in and distributing info to all attendees with special entrance needs
- Notifying staff when/if circumstances present that requires their attention
- Maintaining and updating a logbook of problems/questions/solutions

Skills:

- Excellent communication skills
- Patience, diplomacy, good understanding of operation
- Resourceful, well organized
- Ability to follow instructions
- Ability to solve problems calmly and efficiently

Requirements:

- Must be **18 years of age or over**
- Accessibility Standards Customer Service Training
- Willing to work in all types of weather
- Customer service values and experience

Assets:

- Bilingualism