



The International Love Project

Position: Latin Sparks Project Manager

Duration: 6-month contract

Start Date: November 5th, 2018

End Date: May 3rd, 2018

Classification: Part-Time (30 hours per week)

Application Deadline: November 20, 2018 (11:59 PM)

Location: Ottawa, Canada with occasional regional travel

Latin Sparks Festival™ is one of the largest Latin events in Canada gathering thousands of guests for a night of artistic entertainment, dance, food and culture. You will work alongside the Executive Director in the planning, coordination, and execution of the festival.

Job Description

Event Strategy

- ✓ **Research:** conduct research on a variety of topics including legislation, regulation, and funding in the events industry.
- ✓ **Event Conceptualization:** Use your creative mind in coming up with unique cultural components to include in the event.

Coordination

- ✓ **Sourcing & Logistics:** research, source and schedule a large variety of suppliers in the areas of equipment, personnel, and services.
- ✓ **Staffing:** Recruit and hire event personnel and service providers.

Operation

- ✓ **Management:** Oversee event personnel and overall delivery of event.
- ✓ **Post-Event Activity:** Follow up with contractors, personnel, and other stakeholders.



Who are you?

- ✓ You're well organized, self-disciplined, and a quick learner.
- ✓ You can multitask and have the ability to see the big picture.
- ✓ You love to brainstorm and to break any restrictions on what is 'possible'.
- ✓ You're a hustler! And you're not scared to get your hands dirty with hard work!
- ✓ You've got a winning personality! Seriously, we love our work because we love the people we work with. Smile, be personable and be happy!

Work Perks

- ✓ A vibrant, fun and international team.
- ✓ Real hands-on experience in managing Canada's largest Latin block party!
- ✓ Hands on experience working for a grass-roots not-for-profit with a passion for entrepreneurship and start-up culture.
- ✓ Direct mentoring and support from Executive Director.

Eligibility Requirements

To be eligible for this job, you must meet the following requirements:

- ✓ Cannot already be employed more than 20 hours a week.
- ✓ Cannot be a full-time student, part-time students are eligible.
- ✓ Cannot quit a job to participate.
- ✓ Must be a resident of Ontario and a Canadian citizen.
- ✓ Must have worked in Canada at least 5 of the last 10 years and contributed to EI premiums through payroll deductions as well as earned more than \$2,000 per year.
- ✓ If you do not meet the 5 year eligibility, you are eligible if you established a regular benefit EI claim within the last 3 years.
- ✓ Preferably bilingual in English and French (verbal and written).

How To Apply

E-mail us your CV and Cover Letter (optional) to hola@latinsparks.ca with subject line "Project Manager". Application must be submitted before 11:59 PM on November 20th, 2018.