



## ADMIN OFFICE

*Have you always wanted to sit at the front desk of a major corporation? Do you have a knack for giving directions? If so, consider working in the Admin Office where you'll be answering any and all manner of festival questions and helping our patrons navigate the RBC Bluesfest grounds.*

The Admin Office is located in the Canadian War Museum. Volunteers are responsible for general administrative duties, such as, answering telephones, responding to festival related questions and managing the festival Lost and Found.

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● answer telephone, electronic &amp; face-to-face inquiries</li> <li>● manage staff &amp; volunteer communication area</li> <li>● monitor radio &amp; walkie-talkie distribution</li> <li>● give directions</li> <li>● data entry</li> <li>● bring items to other areas onsite, as required</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>● must be 18 years of age or over</li> <li>● Accessibility Standards Customer Service Training</li> <li>● this position requires individuals to be flexible &amp; energetic</li> <li>● must work efficiently with little or no supervision</li> <li>● willing to sit for extended periods</li> <li>● although primarily indoors, some outdoor tasks may be required</li> <li>● some lifting may be required</li> <li>● must be available pre-festival</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>● strong customer service skills</li> <li>● exceptional attention to detail</li> <li>● effective communication skills</li> <li>● able to multi-task efficiently</li> </ul>	<p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>● previous customer service experience</li> <li>● bilingualism</li> </ul>

 This is a wheelchair-accessible position.