



JOB ADVERTISEMENT

Hillside Festival is seeking applications for the role of **Oskibaawis (Helper) – Indigenous Circle Program Assistant**. The Oskibaawis will provide administration and event planning assistance for the successful presentation of the Indigenous Circle programming and activities at the 2025 Hillside Festival, taking place at Guelph Lake Conservation Area from July 18-20, 2025.

How to apply:

As this position is partially funded by the Canada Summer Jobs program, to be considered for this position candidates must:

- be between 15-30 years old;
- be a Canadian citizen or permanent resident, legally entitled to work in Canada; and
- self-identify as an Indigenous person

If you are interested in applying for this position, please send an email containing your resumé and a cover letter in one pdf document by Sun May 11, 2025, at 5:00 pm to the Executive Director at executivedirector@hillsidefestival.ca.

Hillside is an equal opportunity employer and encourages all qualified individuals to apply. If you self-identify as belonging to a traditionally under-represented community, we invite you to address this in your cover letter.

JOB DESCRIPTION

Title: Oskibaawis (Helper) - Indigenous Circle Program Assistant

Contract: May 20 – August 22, 2025

Reports to: Executive Director

Takes direction from: Executive Director. Works with Graphic Designer, Video Editor, Videographer, Web Designer, Artistic Director, Publicist, Operations Manager, Volunteer Program Manager, Bookkeeper, Marketing Committee, Indigenous Circle coordinators group

The Oskibaawis – Indigenous Circle Program Assistant works with staff and members of the Indigenous Circle to:

- support the vision of the Circle;
- to reach out to and confirm facilitators and leaders for the Circle’s offerings over 3 days at the summer festival and 2 days of the winter festival;
- book the schedule for the Circle and distribute it to Indigenous Circle members and Hillside staff;
- ensure that all supports are in place for storing workshop and circle essentials;
- reach out to other groups for assistance where necessary;
- attend weekly Indigenous Circle meetings (online);
- Create a manual of compiled notes and timelines about the general tasks;
- Take part in the debrief after the festival.
- administer the Circle:
 - Confirming delivery of tipi;
 - Arranging and confirming firewood order and delivery on Thursday pre-festival;
 - Confirm canopies – 8 in total (6 for sacred fire and 2 for outside). Brought by Circle members or rented by Hillside for Circle;
 - Update instructions to volunteers;
 - Organize and distribute credentials and parking passes;
 - Confirming volunteer list and sharing this with Hillside Volunteer Program Manager
 - Organize access lists for pre- and post-festival, as well as early access if required.
- Coordinate with Hillside staff on relevant issues such as:
 - collaboration possibilities with Indigenous artists booked for the summer festival;
 - Coordination of any equipment or locations changes/needs with Site Crew, if needed;

- fire department approval;
- getting credentials and parking passes for distribution to Indigenous Circle members;
- Arranging with Security for a radio for the Circle;
- Arranging with hospitality for coffee to be delivered to the Circle for overnight firekeepers;
- services offered in other areas of the festival.
- Contact Indigenous community organizations to create links for volunteers and planning for the future vision for the Circle, to determine interest and possibilities

Communication Skills

The Indigenous Circle Oskibaawis would do well to have excellent communication skills as they will need to speak with and write to multiple collaborators and contributors. They should be able to relay information to different parties with kindness, discretion, and clarity. Though the Oskibaawis will work mostly with Indigenous Circle members, they will also work with some Hillside staff, such as the Volunteer Program Manager, the Operations Manager, the Event Assistant, and the Executive Director.

Event Planning Coordination

The Oskibaawis will be expected to participate in the varied and sometimes hectic aspects of event planning where deadlines are immovable. At the festival itself, the Oskibaawis will be expected to keep things organized, keep the schedule running on time, and troubleshoot where necessary.