



**ADMINISTRATIVE ASSISTANT – WHISTLER LIVE!
Casual
October 29, 2009**

Come and join our Organization! The Resort Municipality of Whistler has been chosen as one of Canada's Top 100 Employers for 2008 and one of BC's Top 40 Employers for 2008 and 2009.

Whistler Live! has an opportunity for interested candidates to apply for the casual position of Administrative Assistant. The Administrative Assistant's role provides event and administrative support to the Business Manager, Festival Director and Production Manager. The Administrative Assistant organizes and prepares for meetings, manages office needs including ordering supplies and providing support to the managers as needed. Additionally, as a front line team member this position will interface between *Whistler Live!*, the public, partners and stakeholders. The successful applicant will manage the reception area at the *Whistler Live!* office and assume responsibility for ensuring a welcome and efficient reception area.

Whistler Live! is an outdoor network of stages, screens and performance sites throughout Whistler Village that will provide unique, free programming each day throughout the 2010 Olympic and Paralympic Winter Games. Over 27 days, *Whistler Live!* will combine sport with live music, films, street performances and visual arts featuring artists from the Sea to Sky corridor, across Canada and around the world.

This position requires 3-5 years well-rounded administrative experience with excellent computer skills as well as a strong work ethic; the ability to multi-task; great organizational skill; flexibility; a willingness to help; the ability to thrive in a continually changing and dynamic environment and the ability to maintain the strictest of confidentiality. Previous experience in an administrative role in festivals, event planning or related would be an asset.

This position is available immediately through to March 2010. Hours will be varied and include some day shifts with most shifts evenings and weekends.

If this great position interests you, please submit your resume by November 9 2009:

by mail: Administrative Assistant – Whistler Live!
Posting No. 95-09
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, B.C., V0N 1B4

by fax: 604-935-8174

by email: hr@whistler.ca

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.

