

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Seasonal Employment - [Festival Name]

Dear [Candidate Name],

We are pleased to offer you a seasonal position as [Job Title] for the upcoming [Festival Name] production. We were impressed with your skills and believe you will be a valuable addition to our crew.

Employment Terms:

- **Department:** [Department Name, e.g., Stage Management / Lighting / Logistics]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]

Compensation:

Your rate of pay will be [Rate, e.g., \$00.00 per hour / per day], payable [Weekly / Bi-weekly / Post-Festival]. This position is seasonal and does not include permanent employee benefits.

Work Schedule:

Due to the nature of festival production, hours will vary. You will be expected to work during the build, show days, and strike period as scheduled. Night, weekend, and holiday work will be required.

Contingencies:

This offer is contingent upon [Insert Requirements, e.g., valid work authorization, background check, or signing of a Non-Disclosure Agreement].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to working with you to make [Festival Name] a success.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

Acceptance:

I, [Candidate Name], accept the seasonal employment offer as outlined above.

Signature: _____ Date: _____