



Prince Rupert Special Events Society

COMMUNITY FESTIVAL COORDINATOR

Prince Rupert Special Events Society, a not for profit society, is seeking a highly motivated Community Festival Coordinator who is passionate about building community while empowering people to volunteer in support of Prince Rupert's four annual community festivals.

The ideal candidate will have experience planning, managing, and marketing large scale events such as festivals, concerts, or theatrical productions. The successful candidate will be a creative self-starter, and someone who will remain calm during the high pressure of an event in progress.

Desired Skills and Abilities:

- Organized and able to manage detail-oriented tasks on deadlines
- Excellent inter-personal, partnership development, and relationship management skills
- Experience working in diverse cultural contexts
- Strong listening and customer service skills
- Strong working knowledge of Microsoft applications (Word, Excel) and social media
- Ability to work flexible, variable, and occasionally long hours, especially around festival time

Specific Duties and Responsibilities:

- overall event planning, managing, marketing, and promotion of four annual community festivals
- procurement and supervision of festival volunteers, organizers, and summer students
- managing event logistics including set-up, tear-down, and follow-up
- direct communication with sponsors, entertainers, vendors, media, and other stakeholders
- regular communication and reporting with the Prince Rupert Special Events Society Board of Directors.

A detailed list of responsibilities is attached.

The Coordinator is hired by, and reports to, the Board of Directors.

Creating the festivals is a passion, more than job.

For the right person, this role offers:

- a dynamic workplace, with every day offering something new
- flex hours with most of July, August and September off; equivalent of .5 FTE over a year
- lots of interaction with people, businesses, organizations, and partners in the community
- support and mentoring from a team of hardworking volunteer Directors
- great learning opportunities to work at all levels of festival planning and delivery
- a chance to make a difference in Prince Rupert and create inclusive, fun, and welcoming opportunities for children and adults.

Closing Date: February 21, 2019

Email your cover letter with salary expectation and resume to Prince Rupert Special Events Society, prspecialevents@citywest.ca

Feel free to contact us by telephone with any questions 250.624.9118

www.prspecialevents.com

DETAILED INFORMATION

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COMMUNITY FESTIVAL COORDINATOR

The PRSES seeks an experienced event planner and we couldn't be more excited to attract just the right person. We are looking for a professional, highly motivated, good natured person who is not only passionate about where they work and what they do, but also about who they work with.

The Festival Coordinator must:

- have strong organizational skills and be able to successfully meet deadlines;
- organize and manage a one-day Children's Festival in March, a three-day Seafest festival in June, a one-day Canada Day celebration, and a two-day Winterfest event in December;
- have demonstrated excellent decision-making and creative problem-solving skills;
- have proven experience in planning meetings, managing individuals by providing leadership and direction, and holding to deadlines;
- be able to stay calm under pressure, trouble shoot, and evaluate the success or failure of all aspects of each festival;
- possess great energy and efficiency;
- have stamina and availability to work flexible and variable hours;
- be able to assist with the heavy lifting and labor inherent in loading in and out festival sites;
- work in outdoor weather conditions;
- be comfortable interacting with the local community via interviews, press releases, correspondence via social media, and the like;
- be capable of operating within a set budget, keep accurate records of spending, and consistently provide financial reports to the Board of Directors;
- be proficient with computer word processing, spreadsheets, managing social media pages, etc.;
- be willing to learn about the Society history so as to be well versed when dealing with the media;
- work alongside and with the team of Directors
- maintain the Society web page
- prepare grant applications
- have a valid driver's license.

Training and guidance will be provided throughout, but the successful candidate will be a creative self-starter who is capable of independently managing detail oriented tasks on a deadline.

It is important that applicants understand operational and service deliverables as a whole, and can work cohesively as a team to accomplish them with success.

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