



POSITION DESCRIPTION

Position Title
Festival Coordinator

A. JOB SUMMARY:

The Festival Coordinator is the key position responsible for organizing and managing all aspects of the Hay Days Festival. The duties include submitting funding applications, report writing, budget planning, booking venues, liaising with suppliers, managing logistics, hiring and training coordinators, managing communication and presenting post-event reports. The incumbent reports to the Rotary Club of Hay River Sunrise (its designate) and the Hay Days Festival Management Committee. The Festival Coordinator manages a large team of volunteer coordinators and staff.

DUTIES & RESPONSIBILITIES

1. Responsible for funding applications, writing reports and budgeting
 - Submits multiple funding applications to various agencies
 - Prepares reports as per funding agreement requirements
 - creates, monitors and enforces budgets, processing invoices and payments
2. Responsible for the recruiting of volunteer staff. This includes but is not limited to:
 - Develops job ads for the various volunteer positions
 - Posts on various websites, collecting resumes and screening applicants
 - Schedules interviews along with members of the Hay Days Festival Management Committee
 - Evaluates applicants, hires and onboards volunteer coordinators
3. Provides guidance and supervision to all volunteer co-ordinators and staff. This includes but is not limited to:
 - Develops job descriptions and standard operating procedures for all co-ordinator positions
 - Provides support and expertise to assist all co-ordinators
 - Holds regular meetings of co-ordinators on progress and to provide assistance
 - Provides coverage for co-ordinators in their absence
4. Liases with various organizations. This includes but is not limited to
 - Community Organizations
 - Various Corporate sponsors and businesses
 - Federal, Territorial and Municipal Funding Partner
 - Media outlets
5. Perform other related duties as required.

B. KNOWLEDGE and SKILLS:

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

Education and Experience:

- Post-secondary education in event planning, hospitality management, marketing or public relations. Equivalencies will be considered
- 2 or more years of experience in the planning large events or equivalent

Job Knowledge Requirements:

- Knowledge of project management/Event planning
- Knowledge of volunteerism
- General knowledge of marketing, social media
- Knowledge of funding applications and contribution agreements

Technical Skills & Abilities:

- Strong computer skills – Word, Excel, Outlook
- Writing skills for contracts, funding applications, report
- Project Management Skills
- Problem solving/analytical skills.
- Website management
- Basic graphic and design skills
- Ability to prioritize

Interpersonal Skills:

- Strong communication skills
- Leadership skills
- Networking skills
- Negotiating skills
- Working with tight deadlines
- Supervisory skills
- Ability to delegate

C. POSITIONS SUPERVISED:

- HDF Treasurer
- HDF Music Coordinator
- HDF Venues/Logistics Coordinator
- HDF Arts & Workshops Coordinator
- HDF Sponsorship Coordinator
- HDF Marketing Coordinator
- HDF Volunteer Coordinator
- HDF Family Fun & Food Coordinator
- Town of Hay River Support Person
- Royal Canadian Legion Support Person
- Casual Labour if required

D. CONDITIONS OF EMPLOYMENT:

- Must have a valid Class 5 driver's license
- Must have a satisfactory criminal record check
- Must have own cell phone and office equipment
- Available to work full-time during the week of Hay Days Festival July 4th-9th, 2023