



EMPLOYMENT OPPORTUNITY - FIXED TERM CONTRACT POSITION

Hay Days Festival Coordinator

The Rotary Club of Hay River is looking for an experienced Festival Coordinator to organize and manage all aspects of this year's Hay Days Festival in Hay River. The festival will be running for July 4th to 9th. This is a 5 month contract. The salary will be between \$20K - \$25K, depending on experience.

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, recruiting, 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.

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
- Must be available to work full-time July 4th-9th, 2023

Please submit your resume and cover letter to info@haydaysfestival.com

For a job description of the position, go to Town of Hay River at www.hayriver.com "Employment Opportunities" page.

For additional information contact Tom Lakusta at 867-875-7322 or email info@haydaysfestival.com

This competition closes March 17, 2023