



Antigonish Highland Society || JOB DESCRIPTION || Festival Coordinator 2016

Position Summary:

The Festival Coordinator for the Antigonish Highland Games is an integral player in the coordination of the overall delivery of a successful Highland Games event. They will report to the Executive Director and will work closely with the Marketing Coordinator, Games Chair and Logistics Chair to meet the Games objectives and promote a positive image of the Highland Games for our community and key stakeholders.

**PLEASE NOTE THAT THIS POSITION'S REQUIREMENTS ARE SUBJECT TO CHANGE TO INCLUDE MARKETING EXPERIENCE*

Employment Requirements:

- Demonstrated high-proficiency using all Microsoft Office Programs: Word, Excel, Powerpoint, in addition to Adobe Creative Suite, MailChimp and Wordpress;
- Excellent verbal and written communication skills;
Ability to manage the daily office operations, inclusive of answering phone calls and corresponding to info@ emails;
- Works closely with Games Chair and Programming Committee volunteers to ensure all requirements for new Cultural programming initiatives are supported and met;
- Works closely with Marketing Coordinator to create content for all social media channels and with updating the website;
- Coordinate with Executive Director to ensure all Sponsorship communications are delivered timely, responsible for scheduling delivery of all Sponsorship Welcome Packages, ensuring all Sponsorship banners are picked-up/delivered as well as ensuring all contract details are fulfilled;
- Responsible for ordering and organizing individual event as well as event office supplies, inclusive of trophies, plaques, name plates, medals, race bibs, volunteer/field crew event t-shirts and possibly individualized Sponsor event totes;
- Manage communications to key external stakeholders as required;
- Responsible for following up on all event timelines with each Games Committee Chair and provide support as required, not inclusive of any event registrations;
- Responsible for coordination of on-site Event Office move-in/out, required to be on-site throughout the entire week of the Antigonish Highland Games to assist in coordinating many varied aspects behind the scenes;
- Other duties as may be assigned by the Executive Director and Society Board of Directors



Qualifications:

- Highly organized
- Ability to perform both small and large tasks
- Accountable
- Ability to work flexible hours
- Strong communications skills - especially writing skills
- Ability to work independently and in a team environment
- Able to multitask and to prioritize accordingly

Additional Responsibilities:

- Required to attend all Games Chair meetings and take meeting minutes to be sent post-meetings to all Committee Chairs;
- Maintain open communication and a positive relationship with other staff, board members, and contributors

Physical Requirements /Work Environment:

- Extended walking and standing at events and pre-event inspection visits
- Occasional lifting, up to 50 pounds
- Moderate sitting at computer and using the phone
- Perform work at offices and events, both indoors and outdoors
- Valid drivers license with preference given to those with a vehicle

Dates:

25-April to 29-July, 2016 **Start date is flexible up until 2nd week of May*

Salary:

\$13.00 per hour, 35-hour work week

- Exception is weekend of event where additional hours will be required with time off in lieu of at end of contract date
- NO relocation costs provided for summer student position