



Job Posting Arts Festival Coordinator Contract Position

The Buckhorn Community Centre & Athletic Association (BCC) is a charitable, not-for-profit, multi-faceted organization. The BCC is committed to offering a wide variety of activities to meet the recreational, social and cultural needs of the community through the continued dedication of hundreds of volunteers.

Contract Goals:

Working in cooperation with others:

1. Plan and coordinate a large Arts Festival for August 2021
2. Develop a Best Practices Manual to record all events
3. Seek revenue generating and promotional opportunities

Work will Include:

- Update and maintain relationships with key event sponsors and volunteers along with the artists for special exhibits
- Establish and maintain effective business partnerships with sponsors and stakeholders
- Recruit new artists and review submissions
- Ongoing communication with all artists (*a top priority*)
- Anticipate and manage logistics and administration of the Arts Festival (i.e. entertainment, food, bus shuttle, tents, security, permits, map of vendor spaces, creation and distribution of certificates)
- Create artist registration packages (i.e. name tags, welcome letter, parking passes, and invoice pouches)
- Create an Arts Festival Program booklet featuring artists and locations
- Create sponsorship signage for the Arts Festival
- Create rack cards with artist input and manage the printing and distribution
- Submit an event portfolio to the Festival Events Ontario Top 100 campaign
- Reconcile invoices using BCC software (SUMAC)
- Track an allocated budget
- Chair the Steering Committee and Team Leader meetings, and,
- Provide regular updates and reports to the Board

The following skills and experience are required:

Ability to create an exciting destination event for community members and tourists

- ☒ Ability to track an allocated budget and manage tasks to ensure responsible use of financial and physical resources
- ☒ Experience in planning and coordinating large public events
- ☒ Ability to work independently and as part of a team.
- ☒ A passion for and belief in the value of the arts
- ☒ Time Management skills

Please direct resume to Judy McWhirter at buckhorncc40@gmail.com by December 17, 2020