



## **Festival Coordinator Job Description**

The New Brunswick Highland Games Festival is an annual event that will take place July 28 to 30<sup>th</sup>, 2023 on the grounds of Government House in Fredericton. This not-for-profit and volunteer driven festival is looking to hire a Festival Coordinator for ten weeks to help plan and execute their event.

### **New Brunswick Highland Games Festival**

Recognized as a New Brunswick tradition, the New Brunswick Highland Games Festival is an award-winning event. One of the largest Highland Games in Atlantic Canada, this sanctioned event is an important part of the piping, drumming and highland dancing and traditional Scottish athletics summer competition season. The other half, the Festival, showcases top Celtic performing artists from North America and the UK; offers a variety of fun-filled workshops; includes an "Avenue of the Clans"; a Children's Activity area; as well as traditional Celtic food and craft vendors. The New Brunswick Highland Games Festival welcomes visitors, competitors, and artists from all over the world, and is considered a favourite amongst competitors and performers.

### **Key Responsibilities:**

The position will be a ten-week contract with the New Brunswick Highland Games Festival, the Festival Coordinator will work with the Board and other organizing committee members to ensure execution of all activities related to delivering a successful event. The Festival Coordinator supports all festival members in their functions that include:

- Responding to inquiries and concerns/interests from partners and the public.
- Participation in all meetings, coordinating and distributing agendas, minutes, and other communications as necessary; maintaining corporate record.
- Help with the preparation and distribution of communications and marketing materials, including social media where appropriate.
- Assisting with the management of all operational (activities, volunteers, admissions, parking; services, etc.) aspects to ensure optimal enjoyment and participation of visitors and volunteers working.
- Participation in the development of new policies and procedures for improved program delivery.
- Identifying, pursuing and strengthening community involvement, partnership building, sponsorship and promotional opportunities in support of the respective festivals.
- Other duties as required.

### **Qualifications:**

- Must be available to work July 24<sup>th</sup> to 31<sup>st</sup> 2023.
- Ability to work flexible hours, multi-task and meet project deadlines.
- Ability to work independently with minimal supervision and achieve results.
- Ability to establish and follow budgets.
- Possess strong communication and interpersonal skills.

- Must be able to work with a team.
- Possess excellent written, spoken and presentation skills.
- Demonstrate adequate proficiency in computer skills, including computer applications such as Microsoft Word, Excel and PowerPoint.
- Be accessible by phone and email as required.
- Possess a valid, non-restricted, non-probationary drivers' licences, and have access to a vehicle.
- Related post-secondary education and/or work experience in project management, fundraising or event coordination supported by references.
- Knowledge of Scottish or Celtic cultural events.
- Experience in strategic implementation of plans, policies, and programs.
- Background in event coordination; and
- Oral proficiency in French is considered an asset.

Hours: 35 per week

Salary: \$18 per hour

Duration: 10 weeks

Please send applications to: [HighlandGamesHiring@gmail.com](mailto:HighlandGamesHiring@gmail.com).

Candidates are responsible for the timely submission of applications, and we thank all those who apply. Applicants selected for further consideration will be contacted on or before June 9, 2023.