Associate Festival Producer
Job Description

The New Brunswick Highland Games Festival is an annual event that will take place July 26th to 28th , 2024 on the grounds of Government House in Fredericton. This not-for-profit and volunteer driven festival is looking to hire an Associate Festival Producer 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 bagpiping, 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 Associate Festival Producer will work with the Board and other organising committee members to ensure execution of all activities related to delivering a successful event.

The Associate Festival Producer supports all festival members in their functions that include:

- Respond to inquiries from the public
- Assist with site organisation for the downtown concert and festival
- Coordinate with committee members to procure festivals materials
- Assist volunteer coordinator with management of volunteers
- Assist with all operational activities to ensure optimal enjoyment of visitors during the festival
- 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
- Other duties as may be assigned

Qualifications

- Must be available to work July 22nd to 30th, 2024
- Be able to work flexible hours, multi-task and meet project deadlines

- Be able to work independently and with a team with minimal supervision
- Ability to establish and follow budgets.
- Possess strong communication and interpersonal skills
- Demonstrate adequate proficiency in computer skills, including Microsoft Office / Google Workspace
- Be accessible by phone and email as required
- Possess a valid, non-restricted drivers' licence and have access to a vehicle for the duration of employment

Related post-secondary education and/or work experience in project management, fundraising or event coordination; knowledge of Scottish or Celtic cultural events; and Oral proficiency in French are all considered assets.

Hours: 35 per week
Salary: $18 per hour
Duration: 10 weeks

Please send applications to: **hiring@highlandgames.ca**
Be sure to reference what event at the Highland Games you are most excited to see this year in your application!

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 April 19th, 2024.

New Brunswick Highland Games Festival
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