**Festival Organizer**
**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 a Festival Organizer for eight 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 an eight-week contract with the New Brunswick Highland Games Festival, the Festival Organizer will work with the Board and other organising committee members to ensure execution of all activities related to delivering a successful event. The Festival Organizer will:

- Work independently and with a team.
- Respond to inquiries from partners and the public
- Participation in all meetings, coordinating and distributing agendas, minutes, and other communications as necessary; maintaining corporate record
- Coordinate with committee members to procure festivals materials
- Assist volunteer coordinator with management of volunteers
- Help with the preparation and distribution of communications and marketing materials, including social media where appropriate
- Provide on-site transportation for guests with disabilities during the festival
- Provide support for donors during festival activities
- Participate in the development of new policies and procedures for improved program delivery.
- Other duties as may be assigned

**Qualifications**

- Must be available to work July 23rd to 30th, 2024
- Must be able to work with a team.

- Ability to work independently with minimal supervision and achieve
- results.
- Ability to establish and follow budgets.
- Possess excellent written, spoken and presentation skills.
- Demonstrate adequate proficiency in computer skills, including Microsoft Office / Google Workspace
- Be accessible by phone and email as required
- Experience in strategic implementation of plans, policies, and programs.
- Possession of a valid, non-restricted drivers' licence and having access to a vehicle for the duration of employment is considered an asset

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**: 8 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 May, 10th, 2024.

New Brunswick Highland Games Festival
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