



HUNTSVILLE
festival of the arts

Position:	Event Coordinator
Application Deadline:	May 27, 2021
Interview Dates:	June 2, 2021
Contract Dates:	June 7-August 8, 2021 (with possibility of extension)
Hours:	30 hours/week
Rate:	\$14.25/hr

ORGANIZATIONAL DESCRIPTION

The Huntsville Festival of the Arts (HfA) is a not-for-profit charitable organization that works to strengthen community and enhance the quality of life for residents of and visitors to the Huntsville area, by providing high quality entertainment, arts education and cultural enrichment.

Since 1993, HfA has been governed by a Board of Directors composed of local volunteers and has been supported by a paid General Manager (now Executive Director). There is a maximum of 14 members on the Board, which is composed of community-minded people who have a specific skill or area of expertise. HfA presents an eclectic mix of artistic experiences with the majority being music based. In 2018-19, HfA presented 70 different concerts and events attracting close to 18,000 audience members. HfA also offers a number of arts education experiences for students of all ages and presents an annual community musical.

JOB DESCRIPTION

The Event Coordinator will work at the HfA Studio in Downtown Huntsville, as well as on site for various events. They will work in tandem with the Executive Director, and other contracted staff to help lead arts based activities that offer artistic opportunities and engage citizens of and visitors to Huntsville and the region of Parry Sound/Muskoka.

The young worker will have the opportunity to hone their practical skills; work alongside experienced professionals; help facilitate on site artistic activities and events with diverse community members; help support a location experiencing high summer and seasonal population growth; take an active role in a growing cultural tourism sector in the region; and take pride at their contributions to a summer festival for which have been vital part in producing.

This position is made possible through the Federal Government's Canada Summer Jobs Program. The successful applicant must be

- (a) be between 15 and 30 years of age (inclusive) at the start of employment;
- (b) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- (c) legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

The successful candidate must also be available to work some evenings and weekends.

KEY RESULTS & RESPONSIBILITIES

The successful candidate will work alongside the Executive Director and Board of Directors. Specific tasks include, but are not limited to:

- Assist in maintaining a working schedule of activities and help coordinate with artists, personnel and groups HFA collaborates with. This includes coordinating hospitality and accommodations for visiting artists (should that be possible).
- Source and secure materials and equipment needed for different events;
- Assist in coordinating technical needs for visiting artists and technical personnel;
- Assist in set up and technical installation for visiting productions, artists and activities;
- Play a key role in developing and revising emergency protocols;
- Take a lead role in event management including direct communication with patrons, helping coordinate volunteers and managing any concession sales.

APPLICATION PROCESS

Submit a cover letter and resume by email to Dan Watson, Executive Director at info@huntsvillefestival.ca by **Wednesday June 2, 2021**. Please indicate Application for Event Coordinator in the subject field.

We are grateful to all applicants, but only those selected for an interview will be contacted.