

Vancouver Folk Music Festival Society
230 - 275 East 1st Avenue
Vancouver, BC V6H 1K2
programming@thefestival.bc.ca



Position: Special Events Coordinator

Tentative Time Frame: March 20-October 28, 2017

The Vancouver Folk Music Festival Society has applied for funding through a Job Creation Partnership for this position. In anticipation of receiving funding for a new project we are looking for interested qualifying candidates who are currently in receipt of *EI* benefits or candidates who have received *EI* benefits within the last 5 years. Please contact your local WorkBC Employment Centre if you are interested.

Organization Description: The Vancouver Folk Music Festival Society is a non-profit arts organization, producing its annual namesake summer festival and other concerts and events year-round. The festival is a celebration of the finest in contemporary and traditional folk, roots and world music. Now in its 40th year, the Festival is an internationally renowned and respected event—considered one of the finest festivals in the world.

Job Description: The Special Events Coordinator is responsible for the successful execution of the society's 40th anniversary programs and for assisting with the Canada 150 free special presentation.

Responsibilities include:

Planning and execution of special anniversary events:

- An anniversary photo exhibit
- Organizing free shows in advance of the festival mid July
- Assisting with the Canada 150 free event before the festival
- Assist with artist logistics
- Assist with a launch event
- Work on an exchange program with another festival.

You Will Gain:

- Project management experience
- Organizational skills, with extreme attention to detail and problem-solving nature
- Experience working with a team
- Experience working in a fast-paced environment
- Proficiency in all common place office technologies

How to apply: Contact your closest WorkBC Employment Services Centre for further information.

[https://www.workbc.ca/Employment-Services/WorkBC-Centres/Find-your-WorkBC-Employment-Services-Centre-\(1\).aspx](https://www.workbc.ca/Employment-Services/WorkBC-Centres/Find-your-WorkBC-Employment-Services-Centre-(1).aspx)