



Fort Langley Jazz & Arts Festival

Special Event Coordinator

Between May – July, 2024

Remuneration: 35 hours per week for 8 weeks, \$20.00/hour

Do you love live music and art, want to be involved in the community and have a passion for organizing special events?

The Fort Langley Jazz & Arts Festival is seeking an Event Coordinator for an 8-week, 35-hour week position at our 2024 festival, July 26 – 28, 2024.

Main Purpose & Function

The Events Coordinator is an important role that will contribute to the successful coordination of the 2024 Fort Langley Jazz & Arts Festival. This is a great opportunity to gain valuable work experience in event operations, planning and coordination, stakeholder relations and customer service.

The coordinator will work in collaboration with a great team of Festival staff and volunteers. This is a position that requires creativity, organizational skills, event management experience and a great customer service approach.

We believe this position is like no other! Our team of over 100 volunteers, in collaboration with staff host a multi-day festival throughout the Village of Fort Langley. Together, we create a supportive and appreciative space for artists to collaborate and perform and a welcoming space for audience members of all ages and backgrounds to enjoy the performances, the art, the Festival, the Village and so much more!

Compensation

This is an 8-week summer position of 35 hours/week between May and July with an hourly rate of \$20/hour.

Work Environment

This is a combined in-person and remote position. Some pre-festival work and meetings can be done remotely.

Specific Duties & Responsibilities

- Coordinate Festival events and activities such as the Kidz Zone, Art Zone, Community Big Band Concert, etc.
- Prepare project plans, schedules and other event materials as required
- Liaise with and coordinate sponsor participation
- Coordinate logo reviews of festival materials for grant funders
- Onsite event coordination during the festival, July 20 - 23
- Participate in online meetings
- Provide direction and support to volunteers at event sites
- Prepare and maintain a variety of reports, records, correspondence, and materials
- Participate in activities where lifting, walking, and assisting others may be required

Desired Competencies

- Event management experience
- Strong organizational, problem solving, and communications skills
- Computer skills and experience working with Microsoft Office applications, google and social media channels
- Friendly and outgoing with good customer service skills
- Work well independently, virtually and as part of a team
- An ability to multi-task, plan quickly and effectively, coupled with a flexibility to adapt to change
- Excellent time and personal management skills
- Be able to be on their feet and be mobile during the festival

Job Requirements

In-person attendance is required for some activities and attendance at the festival, July 26 – 28 is mandatory. Some evenings and weekend work will be required. You will also need to provide your own computer hardware, software and cell phone.

We anticipate that this position will be supported through the Canada Summer Jobs Program. To be eligible you must meet the following criteria:

- be between 15 and 30 years of age
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If this sounds like a good fit for you, please send us your cover letter telling us why you would love to work with the festival team along with your resume by March 31st to info@fortlangleyjazzfest.com. Please include how you meet the Canada Summer Jobs requirement in your cover letter.

We look forward to hearing from you. We actively encourage applications from members of groups with historical and/or current barriers to equity.

About the Festival

At the heart of the Fort Langley Jazz and Arts Festival, we aim to bring a festival experience like no other, with exceptional artists, extraordinary musical performances and visual art in a very special setting.

From July 26-28, 2024, for the 7th edition of the festival, we will continue to present expansive and inclusive programming featuring international, national, regional and local world-class musicians, youth and emerging talent, Indigenous art and culture along with art installations and exhibits. This programming will take place throughout the Village of Fort Langley and across multiple stages and venues and include both free performances and headliner ticketed shows.

For more information about the festival visit www.fortlangleyjazzfest.com