



A PROJECT OF

Hay River
Rotary
Sunrise



POSITION DESCRIPTION

CONTRACT – HAY DAYS FESTIVAL COORDINATOR

A. JOB SUMMARY:

The Festival Coordinator is the key position responsible for organizing and managing all aspects of the Hay Days Festival. The duties include but are not limited to: submitting funding applications, report writing, budget planning, booking venues, liaising with suppliers, managing logistics, hiring and training coordinators, managing communication and presenting post-event reports. The incumbent reports to the Rotary Club of Hay River Sunrise (its designate) and the Hay Days Festival Management Committee. The Festival Coordinator manages a large team of volunteer coordinators and staff.

DUTIES & RESPONSIBILITIES

1. **Responsible for funding applications, writing reports and budgeting**
 - Submits multiple funding applications to various agencies
 - Prepares reports as per funding agreement requirements
 - creates, monitors and enforces budgets, processing invoices and payments
2. **Responsible for the recruiting of volunteer staff. This includes but is not limited to:**
 - Develops job ads for the various volunteer positions
 - Posts on various websites, collecting resumes and screening applicants
 - Schedules interviews along with members of the Hay Days Festival Management Committee
 - Evaluates applicants, hires and onboards volunteer coordinators
3. **Provides guidance and supervision to all volunteer coordinators and staff. This includes but is not limited to:**
 - Develops job descriptions and standard operating procedures for all coordinator positions
 - Provides support and expertise to assist all coordinators
 - Holds regular meetings of coordinators on progress and to provide assistance
 - Provides coverage for coordinators in their absence
4. **Liases with various organizations. This includes but is not limited to**
 - Community organizations
 - Various corporate sponsors and businesses
 - Federal, Territorial and Municipal Funding Partners
 - Media outlets
5. **Perform other related duties as required.**

B. KNOWLEDGE and SKILLS:

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

Education and Experience:

- Post-secondary education in event planning, hospitality management, marketing or public relations. Equivalencies will be considered
- 2 or more years of experience in the planning large events or equivalent

Job Knowledge Requirements:

- Knowledge of project management/event planning
- Knowledge of volunteerism
- General knowledge of marketing, social media
- Knowledge of funding applications and contribution agreements

Technical Skills & Abilities:

- Strong computer skills – Word, Excel, Outlook
- Writing skills for contracts, funding applications, reports
- Project management skills
- Problem solving/analytical skills.
- Website management
- Basic graphic and design skills
- Ability to prioritize

Interpersonal Skills:

- Strong communication skills
- Leadership skills
- Networking skills
- Negotiating skills
- Working with tight deadlines
- Supervisory skills
- Ability to delegate

C. POSITIONS SUPERVISED:

- HDF Treasurer
- HDF Music Coordinator
- HDF Venues/Logistics Coordinator
- HDF Arts & Workshops Coordinator
- HDF Sponsorship Coordinator
- HDF Marketing Coordinator
- HDF Volunteer Coordinator
- Two casual Sponsored Support Persons
- Casual Labour if required

D. CONDITIONS OF EMPLOYMENT:

- Must have a valid Class 5 driver's license and vehicle
- Must have a current satisfactory criminal record check
- Must have own cell phone and office equipment
- Available to work full-time during the week of Hay Days Festival July 21 - 27, 2025
- Please note that contract applicants should reside within a 40 km radius of Hay River NWT

APPLICATION PROCESS:

All correspondence with regard to this contract opportunity will be directed from and received via the Hay Days Festival e-mail info@haydaysfestival.com

We encourage interested individuals with general questions to submit them in confidence to April Glaicar, at the listed e-mail address before January 22, 2025.

The following timeline has been set to ensure that individuals with questions may submit them and all those who have expressed interest or applied will have access to the answers provided by Hay Days Festival and Rotary Club of Hay River Sunrise leadership.

The questions and answers will then be posted to this website to allow any additional interested parties to review them prior to applying.

- January 15, 2025 Contract Opportunity opens with Applications or General Questions being received at info@haydaysfestival.com
- AD posted in Hay River HUB and <https://haydaysfestival.com/get-involved>
- January 22, 2025 AD posted in Hay River HUB and <https://haydaysfestival.com/get-involved>
- General Questions close at 11:59 PM (submitted only to info@haydaysfestival.com)
- January 23, 2025 Answers to General Questions will be posted by 11:59 PM on Hay Days Festival website at <https://haydaysfestival.com/get-involved>
- January 26, 2025 Contract Opportunity Application submission acceptance closes at 11:59 PM
Receiving e-mail for applications is info@haydaysfestival.com

We thank all interested individuals and those who apply. Applicants selected for an interview will be contacted by telephone, all applicants will be notified by e-mail.