



KIMBERLEY'S *First*
SATURDAYS
Celebrating Arts, Culture & Heritage

Kimberley First Saturdays Festival Coordinator - 2023

Kimberley First Saturday (KFS) is seeking a Festival Coordinator to help us deliver this popular summer event by providing logistic and administrative support to our active volunteer committee.

If you love working with/managing volunteers, are comfortable multi-tasking in an independent work environment and are computer/social media savvy, then this might be the opportunity for you. KFS will celebrate its 9th active season in 2023 and is a volunteer-driven event occurring on the first Saturday of each month between July and October under the administration of the Kimberley Arts Council.

The festival includes a day of free artistic and cultural activities including live entertainment, art workshops/demonstrations, an arts/crafters market, and children's activities.

Scope of Contract:

This is a part-time fee for a service contract of \$3,500 requiring approximately 35 hours monthly between June and October. A lot of this work will happen remotely with in-person presence required at meetings and during events. KFS has a strongly involved volunteer committee that will support this position.

Functions:

- Attend all committee meetings and provide updates/reports as required.
- Coordinate all aspects of the organization, and marketing for all festival days.
- Update and maintain all social media and website sites maintaining a strong online presence.
- Design, produce and oversee the distribution of all print material, including event posters, activity posters, event activity handouts and sandwich boards.
- Assist event organizers with the logistical details for each festival event.
- Coordinate the monthly arts and crafters market, including communication, scheduling and follow-up with vendors.
- Assist as needed with the annual silent auction fundraising event at the July event.
- Be available to attend each event to assist with on-site setup/takedown and activities.
- Assist the volunteer coordinator in the recruitment and assignment of volunteers.
- Meet deadlines and work independently with minimal supervision.

Qualifications:

- Able to maintain accurate, timely and complete documentation.
- Physically fit and willing/able to undertake setup/takedown activities.

- Demonstrate initiative and follow through.
- Good verbal and written communication, including interpersonal interactions.
- Strong computer skills including familiarity with online platforms.
- Available to assist on festival days: July 1, August 5, September 2, and October 7, 2023.
- Comfortable working in a fluid high pressure environment requiring multi-tasking.
- A 'Can Do' positive attitude with the ability to pivot as needed.

How To Apply:

Please forward your cover letter and resume, including references to:

kimberleyfirstsaturday@gmail.com or drop off at Centre 64 by **April 15, 2023**