



Events Manager

Permanent part-time position

(20-25 hours/week, year-round, flex hours in off-season)

Reporting to General Manager

Peterborough Musicfest (PMF) is a non-profit, charitable organization that has offered free-admission concerts on Wednesday and Saturday evenings every summer since 1987. Our stage has seen the likes of Dallas Green from City and Colour, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, Sam Roberts Band and many more. PMF is one of the largest free-admission festivals of its kind in Canada and has an outsized impact on the local economy, generating upwards of \$6M in economic activity. We're proud of what we have built, and we invite qualified candidates to bring their talent and passion to our team.

Peterborough Musicfest is seeking a highly organized and motivated individual to join our team. The successful applicant will be an important contributor to the continued growth of our long-standing festival.

The **Events Manager** is responsible for:

1. Onsite Park (July/August)
 - Supervise the PMF office team and summer CSJ students.
 - Support site operations team to include sponsor and food vendor kiosk set-up / backstage prep / merchandise inventory, cash revenue for both PMF and artists.
 - Assist GM to support backstage coordination, including sponsor "meet & greet," and potential VIP tent / wine tasting.
 - Manage Homebase scheduling for summer seasonal office staff.
 - Assist GM with talent management onsite.
 - Assist team with pickup and delivery of supplies/food/equipment where needed.

2. Sponsorship Sales & Relations
 - Support new sponsorship sales and contract renewals. Assist with CRM Pipedrive portal alongside GM.
 - Ensure that all sponsorship solicitations are coordinated, and that both active and potential sponsors have a positive and consistent experience.
 - Support growth in our sponsorship base within the county as well as focus on surrounding regions like the GTA and Durham Region. Sell Fest Friend VIP packages to interested callers.
 - Create opportunities to improve sponsorship packages.
 - Organize sponsors' night of recognition: manage backstage benefits.
 - Kiosk & food vendor management alongside the park manager and summer park assistant.

3. Events & Fundraisers

- Organize Musicfest off-season events such as fundraisers/winter pay-per-view concerts alongside the marketing team. Spring job fairs and support GM with college presentations.
- Coordinate media press conferences, sponsor functions, and end of season volunteer orientation day.
- Control and coordinate a new project tool management system for the Musicfest team.
- Manage Diner's Book annual fundraising campaign. November launch.

4. Administration

- Prepare weekly show runs for all 15 concerts.
- Hire two summer CSJ employees, prepare postings, interview, onboard, train summer staff.
- Manage the office team to monitor phone calls, info@ email organization.
- Coordinate and attend meetings for Events and Entertainment Committees.
- Coordinate meeting with City of Ptbo Commissioner and complete park permit /AGO applications.
- Manage merchandise supplier contracts. Work alongside our marketing team to purchase new merchandise for sale at the park, select uniforms for both staff (15) and volunteers (50).
- Using PMF's project management tool, schedule and track project activities, timelines, milestones and deliverables.
- Maintain regular communications with team.
- Perform other related duties as required.

5. General Skills

- Experience in an event planning role mandatory.
- Post-secondary education in a related field with relevant work experience.
- Must be available every Wednesday and Saturday (including evenings) throughout the summer.
- Ability to work in a Mac based environment an asset. Microsoft Office experience is a must.
- Current driver's license and personal vehicle required.
- Strong public speaking skills an asset.
- Ability to show diplomacy and professionalism under pressure.
- Ability to multitask and prioritize a busy workload.
- Ability to solve problems quickly and appropriately.
- Motivated/self-starter who will seek out opportunities.
- Excellent verbal and written communication skills.
- Impeccable attention to detail.
- Professional and presentable when meeting with sponsors and the board of directors.

How to Apply:

Please send a cover letter and resumé by email no later than Friday, March 24th

Attention: Tracey Randall, General Manager, Peterborough Musicfest

Email: info@ptbomusicfest.ca

Website: www.ptbomusicfest.ca

Peterborough Musicfest is an equal opportunity employer. All applications will be kept in confidence. Please note that while we thank all interested individuals, only those applicants selected for an interview will be contacted. Competitive salary offered. Flexible schedule available. This is a contract position is based upon a six-month probation period.