



Volunteer Coordinator

Summer Part-time contract

30 hours per week

Reporting to the Senior Events Manager

Peterborough Musicfest (PMF) is an independent non-profit, charitable organization that typically offers free-admission concerts most Wednesday and Saturday evenings during its summer season. Our stage has seen the likes of Dallas Green from City and Colour, Terri Clarke, Sam Roberts, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, and many more. PMF is one of the largest free festivals of its kind in Canada and has an outsized impact on the local economy, generating upwards of \$5M in economic activity. We're proud of what we have built, and we invite qualified candidates to bring their talent and passion to our summer team.

****This position is funded through Canada Summer Jobs (CSJ). To be eligible, applicants must be younger than 30 years of age at the start of employment.**

The Volunteer Coordinator is responsible for:

Volunteer Program - maximum 50-60 volunteers.

- Volunteer recruitment to hire, orient and administer volunteers.
- Manage all volunteer applications, police checks, health & safety procedures.
- Ensure volunteer database is up to-date and accurate.
- Manage volunteer scheduling, training, terminations, and onsite supervision along with Senior Events Manager / Park Manager.
- Manage Volunteer Facebook page.
- Manage all volunteer events; orientation day, and volunteer wrap-up party alongside Events Coordinator.
- Brainstorm new ideas to promote volunteer opportunities and follow through with these promotions.

Onsite at Park (July & August)

- Oversee Volunteer program on-site.
- Assist team with onsite responsibilities.
- Assist in merchandise counts, revenue counts, and volunteer merchandiser process management.
- Respond to concerns/inquiries from staff and volunteers.
- Assist the team with merchandise kiosk set-up. Prepare merchandise revenue counts, and volunteer merchandiser process management with bookkeeper.
- Help organize backstage, including sponsor meet & greet and green room cleanup at the end of the night.
- Assist in pick up/delivery of supplies, food, and equipment.

Events & Office

- Assist with pre-season press conference, sponsor appreciation functions.
- Attend all event meetings and brainstorming team sessions.
- Answer phones and reply to festival email inquiries.
- Support marketing team with ongoing social media updates.
- Complete a post-event written report.

General Skills

- Post-secondary education with approximately two to three years of experience in events or tourism related roles.
- Ability to network and build rapport with our community and our partners.
- Experience with project management tool is an asset.
- General administrative duties as required while working from the Musicfest office.
- Ability to multitask and prioritize a busy workload.
- Ability to work in a Mac based environment an asset and comfortable using computer software like file sharing, word processing and spreadsheets.
- Excellent verbal and written communication skills.
- Ability to exhibit diplomacy and professionalism under pressure.
- Ability to solve problems quickly and appropriately.
- Motivated/self-starter who will seek out opportunities.
- Impeccable attention to detail.
- Current driver's license.
- Professional and presentable when meeting with sponsors and the board of directors.

Must be available every Wednesday and Saturday (including evenings) throughout the summer. Thursdays and Sundays off throughout the festival season.

HOW TO APPLY:

Please send a cover letter and resume via email to:

Matt Williams, Senior Events Manager: matt@ptbomusicfest.ca

Subject: Host / Event Coordinator Position

Website: www.ptbomusicfest.ca

Application Deadline: Wednesday, May 31st at 4PM

30 hours per week for summer months

\$19.05/hour

Start date mid-May

End date: September 1, 2023

Applications will be screened and interviewed as received.

Thank you to all applicants. Only those selected for an interview will be contacted.

Peterborough Musicfest is an equal opportunity employer and is firmly committed to complying with all federal, provincial, and local equal employment opportunity guidelines. Ptbo Musicfest strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.