

EXTERNAL JOB POSTING



Volunteer Coordinator – Summer Part-Time

30 hours per week (Late June-August)

14 hours per week (May-June)

Reporting to the Senior Events Manager & Executive Director

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, Metric, Down With Webster, Terri Clarke, k-os, Walk Off the Earth, Tegan & Sara, Carly Rae Jepsen, Our Lady Peace, Tom Cochrane, Kiefer Sutherland, Sam Roberts Band, The Reklaws, and many more. Peterborough Musicfest 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 \$4.3M 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.

****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 and meet all Canada Summer Jobs eligibility requirements. Must be available every Wednesday and Saturday (including evenings) throughout the summer, including Canada Day on Tuesday July 1st, and Sunday August 10th.**

The Volunteer Coordinator is responsible for:

Volunteer Program – (50-75) 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 Supervisor.
- Manage Volunteer Facebook page and What's App group.
- Manage volunteer orientation training 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 and provide incentive program.
- Assist team with onsite responsibilities.
- Assist team with being onsite staff 50/50-sales point person.
- 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 and sponsor appreciation event.
- Attend all event meetings and brainstorming team sessions.
- Answer phones and reply to festival email inquiries.
- Assist with bank deposits.
- Support office schedule through Homebase.

- Support marketing and events teams with all aspects of job duties.
- 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 Asana 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.

This job is for you if...

- **Non-Negotiable:** You lead by example and install a positive work environment through all aspects of your job duties.
- **Organization:** You excel at multitasking, prioritization, and effective communication.
- **Problem-Solving:** You think outside the box and consider all details before making decisions.
- **Learning:** You enjoy collaborative feedback and knowledge-sharing in a team setting.
- **Community:** You are passionate about giving back and making a positive impact and interacting daily with the public.
- **Culture:** You thrive in a collaborative, "all hands-on deck" team environment.

HOW TO APPLY:

Please send a cover letter and resumé by email
 Attention: Matt Williams, Senior Events Manager
 Subject: Volunteer Coordinator Position
 Email: matt@ptbomusicfest.ca
 Website: www.ptbomusicfest.ca

Compensation:

30 hours per week for summer months (Late June – August)
 14 hours per week (May and June)
Start date May 12, 2025
\$19.20 / per hour + 4% Vacation pay

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. All applications will be kept in confidence. This is a contract position and is based upon a six-month probation period.