

CONTRACT JOB DESCRIPTION

Title	Event Coordinator, Crescent Moon Festival	Hours:	Approx. 100 hours with heaviest commitment in early February
Category	Part-time/Contract	Compensation:	\$20-\$30/hour depending on skills/experience
Term	December 2021 – February 2022	Location:	Hybrid – Remote/On Site

Now in its second year, the Crescent Moon Festival is a celebration of art and diversity in one of Calgary’s newest Business Improvement Areas. This year’s celebration, scheduled for February 12, will feature fireside storytellers, musicians and artists telling stories of diversity and community all along Centre St. North between 7th and 14th Avenues.

We’re looking for a freelance event coordinator to help us pull it all off. You will be creative, organized, resourceful and able to juggle multiple priorities.

Duties

Reporting to and under the supervision of the Executive Director, you will help:

Event Coordination
<ul style="list-style-type: none"> • Create a detailed plan from the big-picture strategy and budget • Coordinate calls to artists, artist contracts, schedules, payments, etc. • Recruit and coordinate volunteers • Coordinate equipment rentals, delivery, pick-up, etc. • Liaise with area businesses regarding location set-up, teardown and event participation • Liase with sponsors regarding participation and sponsorship activation • Coordinate event marketing and communications • Site management • Reporting • Other duties as assigned

Skills and Qualifications

- Post-secondary education in events, communications, public relations or other related discipline
- 1-3 years of experience in event coordination/support including volunteer management
- Proficiency in Microsoft 360 and/or Google Suite (esp. Word/Docs and Excel/Sheets)
- Valid Class 5 driver’s license and a vehicle
- Must be able to stand/walk for several hours and lift and carry items up to 20 kg
- Fluency in spoken and written Cantonese and/or Mandarin a definite asset
- Proficiency in Adobe Creative Suite, social media and website content creation a definite asset

To apply

We strongly encourage people in underrepresented groups including (but not limited to) indigenous people, people of colour, LGBTQI2S+, neurodivergent and disabled folk to apply.

Send your resume/qualifications before December 3 to:

Camie Leard, Executive Director
 Crescent Heights Village BIA
 camie@crescentheightsvillage.ca

Only those selected for an interview will be contacted.

