

## EXTERNAL JOB POSTING



### Events Coordinator / Host

#### Part-time contract

30 hours per week (May – August)

5-10 hours per week (September - April)

Reporting to the Senior Events Manager & General Manager

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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. 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 \$4M 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.**

The Events Coordinator / Host is responsible for:

#### 1. Event & Fundraisers

- Assist Events Committee / Musicfest team booking press conferences, sponsorship functions and communicating with venue operations.
- Assist with coordinating events, farmers market booths, volunteer orientation day, and wrap-up party alongside Summer Volunteer Coordinator.
- Assist Senior Events Manager with Asana project tool management system.
- Assist with Diner's book fall fundraising campaign.

#### 2. Sponsorship Sales & Relationships

- Support new sponsorship sales and renew previous Musicfest sponsor contracts. Support CRM Pipedrive portal alongside General Manager.
- Ensure that all sponsorship solicitations are coordinated alongside Senior Events Manager, 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.
- Look for opportunities to improve sponsorship packages along with the team.
- Assist to build both sponsor kiosks and food vendor activity alongside the summer park assistant.
- Assist Marketing with sponsor VIP ticket contesting coordination.
- Sales Contracts, invoicing, and collect fees alongside the GM / bookkeeper.

#### 3. Onsite Park (late June - August)

- Warmly greeting our sponsors / guests at the festival's events.
- Punctual and friendly to all who enter the VIP sponsor section.
- Oversee and supervise all volunteer front gate ushers on-site.
- Co-ordinate digital ticket packages and our reserved sponsor seating front stage VIP section.
- Assist the team with merchandise procedure and potential 50/50 kiosk set-up alongside Volunteer Coordinator.
- Help organize backstage including green room cleanup at the end of the night.
- Assist in pick up, delivery of supplies, food, and equipment when needed.
- Complete a post-event written report.

#### 4. Administration (Annual):

- Attend meetings and brainstorm over team weekly sessions.
- Assist office team to monitor phone calls, reply to festival email inquiries, bank deposits.
- Manage Homebase work scheduler portal for summer office staff.
- Coordinate Gift-in-Kind program.
- Assist to book media interviews, college presentations, job fairs during the off season.
- Assist with artist hotel bookings and special requests.
- Assist marketing to purchase swag/merch inventory, design, sizing, etc. for both staff uniforms and park sales.
- Organize Brevo email marketing distribution lists.
- Respond to concerns/inquiries from staff and volunteers.

#### 5. General Skills

- Post-secondary education with approximately three – four years of experience in events or tourism related roles.
- Post-secondary education in a related field with relevant work experience.
- Must be available every Wednesday and Saturday (including evenings) throughout the summer. Thursdays and Sundays off throughout the festival season.
- General administrative and other duties as required.
- Ability to work in a Mac based environment an asset. Microsoft Office experience is a must.
- Current driver's license and personal vehicle required.
- 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  
Attention: Matt Williams, Senior Events Manager  
Subject: Events Coordinator Position  
Email: [matt@ptbomusicfest.ca](mailto:matt@ptbomusicfest.ca)  
Website: [www.ptbomusicfest.ca](http://www.ptbomusicfest.ca)

#### **Compensation:**

30 hours per week for summer months (May – August)  
5-10 hours per week in off season (September - April)  
Start date ASAP

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 is based upon a six-month probation period.*