

## **FESTIVAL COORDINATOR JOB DESCRIPTION 2015**

The Flamenco de la Isla Society is looking for a professional, energetic individual to help plan and deliver the third annual Victoria Flamenco Festival that is held the third week of August in Victoria's Centennial Square. The Festival Coordinator, under the direction of a Board committee, will work with a set budget, organize the format of the event, adhere to all relevant city by-laws, publicize the event through promotional materials as well as secure site contractors, food trucks and other vendors. The coordinator will oversee the hiring of one assistant to be in charge of volunteer coordination and media relations, and to assist with festival production.

The successful candidate will have experience with organizing and managing comparable events, be competent and be able to multi-task and deliver projects on time. The Festival coordinator will also be in charge of hiring a stage manager, upon agreement with the Board committee members.

The contract will commence in February and run until Festival wrap-up has completed on the deadlines for grant final reports. The Coordinator will work part-time hours as needed to perform the tasks required, with the understanding that as the Festival approaches the hours will increase proportionately. The Coordinator must be available for extensive hours the two weeks prior to and following Festival week which is August 10 to 16, 2015.

Experience in event management or comparable experience is requested. Remuneration for the contract will be up to \$3500 (dependent upon experience and ability to take on more elements of the Festival).

### **1. Coordinator Services**

The Coordinator will provide services to:

- review additional grant requirements with support from Board members,
- co-ordinate performers based on recommendations from the Board, and in collaboration with the Artistic Directors to the Board; including arranging contracts, payment agreements, waivers and liabilities, and performance schedules, responding to performer inquiries and requests related to logistics of equipment and set-up/take-down for each performer, acting as a liaison between performers and technical support as required, and monitoring performances throughout the Festival,
- support and direct volunteers,
- act as a liaison between the City of Victoria and the Board; including arranging pre-festival site visits, and completing required City of Victoria documents for all site and equipment usage required for the Festival production,
- hire one assistant, compensation to be determined by the Board
- hire one stage manager, to be paid up to \$600 in consultation with the Society Board Festival Committee,

- ensure on-site coordination during the weekend Festival and 5 lunch hour shows, with support from Assistant Coordinator,
- ensure Festival activities adhere to City of Victoria bylaws and insurance requirements, with support from Board volunteers,
- co-ordinate, with help from Assistant Coordinator, ongoing site safety checks throughout the Festival period (e.g. safety of dance floor set-up),
- co-ordinate the acquisition of goods required for festival production, with assistance as required by Assistant Coordinator and Board Members. Goods may include, and are not exclusive to, dance flooring, stage props, and advertising tools,
- organize on-site set-up, maintenance and take-down logistics with support from the Society volunteers,
- plan and coordinate up to two ticketed events and two workshops in consultation and with the guidance of the Board
- maintain gmail account and Festival website with up to date information regarding the Festival,
- maintain liaison with local media to promote Festival activities,
- complete a final report to the Board, in a format informed by and useful for the final reports required to funders, by August 31, 2015,
- complete grant final reports, as required, by report deadlines, with the assistance of the Board, and,
- adhere to the Festival budget as approved by the Society Board, not exceeding the available funds for Festival production.

Please send your letter of interest, with relevant experience, to [flamencoisla@gmail.com](mailto:flamencoisla@gmail.com) by February 1, 2015.