

FESTIVAL COORDINATOR JOB DESCRIPTION 2014

The Flamenco de la Isla Society, is looking for a professional, energetic individual to help plan and deliver the Second 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 representative/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 material as well as secure site contractors, vendors (food trucks) and will oversee the hiring of one assistant to be in charge of volunteer coordination and media relations. 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 mid-February and run until Festival wrap-up has completed in late-September. Part-time hours as needed to perform the tasks required, with the understanding that as the Festival approaches the hours will increase proportionately. You must be available for extensive hours the two weeks prior to and following Festival week which is August 11 to 17. Experience in event management or comparable experience is requested. Remuneration for the contract will be up \$3000.00 (dependent upon experience and ability to take on more elements of the Festival).

1.Coordinator Services

The Coordinator will provide services pertaining to:

- review additional grant info with support from Society Board members;
 - co-ordinate performers based on recommendations from the Board, and in collaboration with the Artistic Directors to the Board; including arranging contracts and payment agreements, waivers and liabilities, performance schedules, responding to performer inquiries and requests as the main performer contact for the festival, related 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 Society Board; and including arranging pre-festival site visits, and completing required City of Victoria documents for all site and equipment usage required for the festival production.
 - Hiring one assistant, to be paid \$1000.00 and complete services aforementioned
 - Hiring one stage manager, to be paid \$500.00 in consultation with Society Board Festival Committee.
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- Ensure on-site coordination during the weekend Festival and 5 lunch hour shows, with support from Assistant Coordinators.
 - Coordinator will, with support from Board volunteers, ensure festival activities adhere to City of Victoria bylaws and insurance requirements.
 - 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.

- With support from the Society volunteers, Coordinator will organize on-site set-up, maintenance and take-down logistics
 - Complete a final report to the Board, in a format informed by and useful for the final reports required to funders, by August 23rd, 2014.
- Coordinator agrees to adhere to the festival budget as approved by the Society Board and will not exceed the available funds for festival production.

Please send your letter of interest, with relevant experience, to flamencoisla@gmail.com by February 21, 2014.