

We are looking for a **Festival Event & Volunteer Coordinator**



Overview

Closing Date: 2025-07-21

- Education: College/CEGEP or equivalent experience.
- Experience: Experience an asset.
- Location: Physical/On-Site (1182 Foreman Rd. Port Carling).
- Internship: This position is a paid internship that encourages on-the-job learning and skill development. It is aimed at any candidate who wishes to acquire work experience or explore a career.

Description

- Complete Logistics Coordination
 - Organize schedules, timelines, and operational plans
- Vendor & Performer Liaison
 - Communicate needs and confirm logistics.
- Volunteer Management
 - Assist in recruitment, training, and scheduling.
- On-Site Setup & Teardown
 - Oversee setup, signage, and teardown.
- Sponsorship Fulfillment
 - Ensure sponsor agreements are met.
- Attendee Experience
 - Support registration, wayfinding, and guest services.
- Budget & Resource Tracking
 - Monitor expenses and inventory.
- Health & Safety Compliance
 - Assist with safety protocols.
- Post-Event Evaluation
 - Collect feedback and recommend improvements.

**Are you ready to make
a difference and join
our team?**

Apply Now!

Further Information



705-765-1048



www.muskokachautauqua.com



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>