

# We Are Hiring an Event Coordinator



## Job Description:

We are seeking a dynamic and organized Event Coordinator to join our team and contribute to the success of the Muskoka Chautauqua Arts and Culture Festival. As an integral part of our event planning team, you will be involved in various aspects of coordinating and executing events, ensuring a seamless and memorable experience for our attendees.

This is an in-person, in-office position. The office is located at 1182 Foreman Road, Port Carling, ON.

This is a full-time, one-year contract offering \$20 per hour for 35 hours per week, with an immediate start date. Please note that this is an in-person, in-office position located at 1182 Foreman Road, Port Carling, ON.

## Responsibilities:

### 1. Logistical Support:

- Assist in coordinating event logistics, including venue setup, signage, and equipment arrangement.
- Collaborate with vendors to ensure timely delivery of services and materials.

### 2. Attendee Management:

- Facilitate attendee registration and check-in processes.
- Respond to attendee inquiries and provide information about festival events.

### 3. Program Coordination:

- Assist in organizing and scheduling festival programs, workshops, and performances.
- Collaborate with artists, speakers, and performers to ensure smooth participation.

### 4. Marketing Assistance:

- Contribute to the development and execution of marketing strategies to promote festival events.
- Manage social media platforms to engage with the audience and create buzz around the festival.

### 5. Administrative Tasks:

- Provide general administrative support, including data entry, filing, and communication with stakeholders.
- Assist with email communications to festival database
- Assist in budget tracking and financial documentation for events.

### 6. Collaboration:

- Work collaboratively with the internal event team, artists, and other stakeholders to ensure cohesive and effective event planning and execution.

### 7. Post-Event Wrap Up:

- Analyze attendee post-event surveys and assist with creating reports
- Assist with creating sponsor and partner wrap-up reports
- Organize photo assets on the shared drive for promotional assets for the next event cycle

## Qualifications:

- Previous experience in event planning or related field is an asset.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal abilities.
- Proficient in Microsoft Office.
- Eventbrite experience is an asset.
- Enthusiastic about arts and culture.
- Must have accommodations in Muskoka for the summer months.
- Must have access to a reliable vehicle and a valid driver's license. Driving will be required to get to event locations, pick up supplies, distribute posters, and deliver other promotional collateral.
- Ability to lift up to 20lbs and stand for extended periods, as required for festival set up and tear down.

## Benefits:


- Gain hands-on experience in event planning within a vibrant arts and culture community.
- Networking opportunities with artists, performers, and industry professionals.
- Contribute to the success of one of Muskoka's premier cultural events.
- Develop a strong mentor/mentee relationship and be taken under our Director of Development to learn the ins and outs of working in the non-profit arts sector.
- Receive one-on-one coaching and opportunities for additional mentorship with other senior staff.



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

Submit a copy of your cover  
letter and resume to Gayle  
Dempsey, Director of  
Development at  
[mci@artsinmuskoka.com](mailto:mci@artsinmuskoka.com)

## Further Information

 705-765-1048

 [www.muskokachautauqua.com](http://www.muskokachautauqua.com)