

Position: Assistant to Festival Coordinator

Answers to Festival Coordinator

Term Position—September 25th to October 20th

Honorarium up to 1,500

Position Summary:

This position requires someone who is independent and versatile. He/she must have good networking skills and excellent people skills. The ability to communicate in both written and verbal fashion is a must. Must be able to take instruction and work independently and have a working knowledge of tourist attractions within Amherst and Area.

MAIN DUTIES AND RESPONSIBILITIES:

The Assistant to the Festival Coordinator is responsible for:

- Solicit, Train, Network and Organize volunteers to assist during the festival
- Coordinate volunteers to do signage and advertising
- Create a way to measure attendance
- Collect feedback regarding the festival
- Create a skills inventory and list of volunteers
- Gather and promote information on other events throughout Amherst and Area happening during the festival
- Attending meetings with the oversight committee

Other duties as required

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

- Knowledge of events and organizations within the Amherst and Area
- Ability to organize and motivate volunteers
- Knowledge and application of computer software to develop and track information (Micro Soft Suite)
- Ability to communicate in public
- Ability to work independently with instruction from the oversight committee
- Demonstrate attention to detail to ensure accuracy of documentation
- Manage time and prioritize tasks
- Ability to multitask and deal with the demands of working with the public

REQUIRED QUALIFICATIONS

- Experience recruiting volunteers
- Experience dealing with the public
- Strong leadership qualities
- Knowledge of tourism and events within Amherst and Area
- Must have own transportation

REQUIRED COMPETENCIES

The Assistant to the Festival Coordinator should demonstrate the following competencies:

Essential Employability Skills

- Oral Communication – to provide support to the public and respond to questions and concerns
- Computer Use – to use digital technology to support their daily work activities
- Job Task Planning and Organizing – to manage and prioritize daily tasks when faced with competing demands
- Problem Solving – to troubleshoot issues and identify steps toward resolution

Organizational/Core Competencies

- Diversity / Adaptability
- Time Management
- Ethics / Integrity

LANGUAGE

- English essential—French an asset

PHYSICAL DEMANDS

The typical physical demands of the Assistant to the Festival Coordinator include:

- Ability to work extended days
- Extended periods of time standing

Motion Parameters:

- Use hand-eye coordination to complete typing tasks and correspond on the telephone

Work Environment:

- Varying work environments—moving from location to location

Please email resumes to pattigcolson@gmail.com