

Site Coordinator - Job Description 2023

The Site Coordinator will have the satisfaction of bringing the community back together again. They will gain hands-on experience assisting with the organization of festival vendors, events, artists, volunteer opportunities, partners, and more.

Under the direction of Northern Lights Festival Boréal (NLFB)'s Executive Director, the Site Coordinator will gain experience managing and/or organizing staff, volunteers, and vendors in both an administrative, pre-production and on-site capacity; providing on-site leadership and direction for setup and tear down days; the processing of ticket sales, vendor fees, membership sales etc.; the coordination of setup & logistics for the festival and special events; as well as day to day office tasks as necessary.

Duties:

Site coordinator would be responsible for:

- Coordinating the setup of our tents and equip;
- the placement of all 3rd party tents and equipment, as per site plan;
- managing the logistical aspect of vendors (i.e. where they are placed - according to a plan developed by/with staff; providing access to power, water needs; troubleshooting with electrical issues and other logistical challenges during the event)
- Sign for equipment being dropped off etc.

Requirements:

- Bilingualism (English and French) considered an asset
- Festival site planning and vendor management experience considered an asset
- Knowledgeable about social media platforms (Facebook, Instagram and Twitter)
- Knowledgeable about NLFB or knowledge of the local arts ecosystem considered an asset
- Work indoors and outdoors
- Ability to work in a fast paced, team environment
- Flexibility and an ability to manage unexpected changes

Anticipated Start Date: ASAP

Term: 8 weeks x 30 hours/week

Pay: \$17 / hour