



Lead Festival Assistant Position Overview
May 25 - August 17, 2020 (12 weeks) – 2 positions available
Parksville Beach Festival Society's
Quality Foods Sand Sculpting Competition & Exhibition

The Lead Festival Assistant for Parksville's 2020 Quality Foods Sand Sculpting Competition and Exhibition will assist the Event Manager, Site Manager and Board members with a variety of tasks pre, during and post event. The Sand Sculpting Competition and Exhibition will take place July 9 - August 16, 2020, but this position will begin May 25 and carry through until August 17, 2020.

This position is ideal for someone pursuing a career in event management, volunteer management, recreation or tourism. The successful candidate will work closely with a professional Event Manager to 'learn the ropes'. The ideal candidate will have excellent interpersonal skills, a positive attitude, strong knowledge of Microsoft Office applications, social media and have knowledge of Parksville and the surrounding areas. Hours will vary pre-Festival and once the Festival is underway will include full-time work weekends and evenings, outdoors at the Parksville Community Park. To be eligible for this position one must possess a class 5 Driver's License and have access to a car. Some desktop publishing experience would be an asset.

Responsibilities will include:

- Distributing posters and rack cards to local businesses
- Promoting and organizing Lunch with the Castles for seniors
- Liaise with onsite entertainers
- Updating Facebook/Instagram to encourage engagement and more followers
- Pre-sell souvenir t-shirts to local sponsors
- Creating invitations and nametags for sponsors, sculptors and board members
- Organizing other special event(s) for the Festival (Art in the Park, Light Up!)
- Answering questions from the public about the Sand Sculpting Competition & the area
- Overseeing the Sand Sculpting site when on duty
- Assisting with set-up and tear down of the event
- Providing visiting seniors groups with tours of the sculptures
- Assisting with merchandise sales
- Training and supervising volunteers
- Assisting committee chairs as required
- Other duties as assigned by the Event Manager & Site Manager

Remuneration:

This position will pay \$16.50/hr., plus 4% holiday pay. Mileage will be provided when using your own vehicle for work related tasks. Please note as a non-profit society we apply for a grant to offset labour costs. The age criteria for the Canada Summer Jobs grant is from 15-30 years, therefore we are interested in candidates within this age bracket.

To apply:

Please email cover letter and résumé by February 29, 2020 to info@parksvillebeachfest.ca.