



Parksville Beach Festival & Quality Foods Sand Sculpting Competition & Exhibition Festival Organizer Position Overview – 2 Positions

June 13 - August 22, 2022 (10 weeks)

The Festival Organizer for the Parksville's 2022 Quality Foods Sand Sculpting Competition and Exhibition will assist the Event Manager, Event Coordinator and Board members with a variety of tasks during the event. The Sand Sculpting Competition and Exhibition takes place July 15 – August 21, 2022, although the position will start prior to Exhibition starting, and will carry through until August 22, 2022. The position is suitable for someone who enjoys working with the public in an outdoor setting and don't mind getting a little sandy.

This position is ideal for someone pursuing a career in event management, volunteer management, recreation, or tourism. The successful candidate will work closely with the Event Manager to 'learn the ropes' of event planning and organizing. 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 area. This position requires working with community volunteer groups, cash handling skills and POS usage. Some desktop publishing experience would be an asset.

Hours will vary pre-Festival (10 – 30 hrs/week) and once the Festival is underway it will include full-time work (37.5 hrs/week), including weekends and evenings, in all weather conditions at the Parksville Community Park.

Responsibilities will include:

- Collaborate and communicate with event staff, management, board directors and volunteers in the planning and delivery of events
- Take direction from and provide information to event management/coordination staff
- Handle specific duties related to the preparations and dismantling of the sand sculpting site
- Communicate with municipal staff on issues related to the location of the events
- Support and deliver activities for sponsors, sculptors and directors during opening weekend
- Orient, train and support gate volunteers
- Assist sculptors during sand sculpting competition weekend
- Support musicians and artists as needed throughout events e.g. Daily Buskers, Art In the Park
- Promote seniors lunches and handle details for the lunch tours of the sculptures
- Support and implement accessibility strategies
- Promote the artisans market and handle details related to the delivery of the market
- Promote events through social media and through distribution of materials
- Greet and interact as appropriate with over 125,000 visitors
- Train and support volunteers
- Capture relevant data throughout the event
- Maintain a clean, tidy presentation of the sand sculpting site for visitors, volunteers and sculptors
- Implement protocol to prevent the spread of communicable diseases

Employment Requirements:

Applicant must be between the ages of 15 – 30 years, must be a student, returning to school in Fall 2022.

Remuneration:

This position will pay \$18.00/hr., plus 4% holiday pay. Mileage will be provided when using your own vehicle for work (this does not include daily commuting to Parksville Community Park during event).

To apply:

Please email cover letter and résumé by March 4, 2022, to info@parksvillebeachfest.ca.