



Parksville Beach Festival & Quality Foods Sand Sculpting Competition & Exhibition Event Coordinator Position Overview June 3 - August 23, 2024 (12 weeks)

The Event Coordinator for the Parksville's 2024 Quality Foods Sand Sculpting Competition and Exhibition main responsibility will be the running of the Sand Sculpting Exhibition and the events that take place during the 5 ½ week festival. This person will work with the Event Manager and Board members on a variety of tasks pre, during and post event. The Sand Sculpting Competition and Exhibition will take place July 11-August 18, 2024, but this position will begin June 3 and carry through until August 23, 2024. This position is suitable for someone who enjoys working with the public in an outdoor setting and doesn't mind getting a little sandy.

This position is ideal for someone with event coordination experience and enjoy working with volunteers and are interested in tourism. 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. This position requires working with community volunteer groups, cash handling skills and POS usage, merchandize inventory, trouble shooting, being able to adapt on the fly, and working closely with other event staff.

Hours will vary pre-Exhibition (20 – 30 hrs/week) and once the Exhibition is underway it will include full-time work 40 hrs/week, including weekends and evenings, in all weather conditions at the Parksville Community Park. To be eligible for this position one must possess a valid class 5 Driver's License and have access to a car. Desktop publishing experience would be an asset.

Responsibilities will include:

- Organize and assist with the execution of the Sand Sculpting Exhibition and other events relating to Beach Festival – e.g. Daily Buskers, Summer Concert Series, LightUp!, Art In the Park, including event set-up and teardown
- Provide direction and support to volunteers during and assist festival workers during set-up and teardown
- Orient, train and supervise additional staff and volunteers as needed
- Liaise and support sponsors who wish to display on site
- Collaborate with festival workers to promote and organize Lunch with the Castles for seniors
- Liaise with onsite entertainers e.g. Daily Buskers
- Promote events through Beach Festival social media platforms – Facebook, Instagram, and Twitter
- Organize appropriate responses to questions posed by public and ensure other staff and volunteers use this resource
- Oversee and assist with gate donations and merchandise sales throughout Exhibition including daily cash handling and counting, and souvenir merchandise inventory
- Train, assist, and trouble shoot in the use of on-site POS systems
- Ensure essential data is captured and reported e.g. daily attendance
- Prepare and develop staff resource binder
- Assist Board members and committee chairs as required
- Other duties as assigned by the Event Managers

Employment Requirements:

Applicant must be between the ages of 15 – 30 years, must be a student, returning to school in Fall 2023.

Remuneration:

This position will pay \$21.00/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 8, 2024, to info@parksvillebeachfest.ca.