



Parksville Beach Festival & Quality Foods Sand Sculpting Competition & Exhibition Festival Organizer Position Overview – 2 Positions June 18 - August 19, 2024 (10 weeks)

The Festival Organizer for the Parksville's 2024 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 11 – August 18, 2024, although the position will start prior to Exhibition starting, and will carry through until August 19, 2024. 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 – 20 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.

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
- 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 artisan market and handle details related to the delivery of the market
- Promote events through Beach Festival social media platforms and through the distribution of print event materials e.g. posters and rack cards
- Greet and interact as appropriate with over 100,000 visitors
- Assist with ongoing inventory and stocking of souvenir merchandise
- Assist with daily event donations (cash handling) and POS systems
- Maintain a clean, tidy presentation of the sand sculpting site for visitors, volunteers, and sculptors
- Other duties as assigned by Event Manager

Employment Requirements:

Applicant must be between the ages of 15 – 30 years, must be a student, returning to school in Fall 2024.

Remuneration:

This position will pay \$19.50/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.