



Contract Employment Opportunity

*Inspiring Musical Excellence*  
www.vkmfestivals.org

## Group Festivals Administrator Vancouver Kiwanis Music Festivals Society (VKMFS)

Entering its 95<sup>th</sup> year, the **Vancouver Kiwanis Music Festival** is the premier music festival in British Columbia, offering professional adjudication to over 7500 students in high school jazz and concert bands, orchestras and choirs, and in the private study of classical voice, music theatre, piano, strings, brass, woodwinds, chamber music, classical guitar, and harp.

**Position Type:** Contract, part-time with opportunity to renew

**Term:** November 2017 - June 2018

**Location:** Virtual and on-site

**Reports to:** Artistic and Executive Director (AED)

**Compensation:** \$1000/month

The purpose of the Group Festivals Administrator is to deliver the Jazz, Choral, and Concert Band/Orchestra Festivals. Working hours will vary from nominal hours in November with increased hours closer to the Festivals. The Group Festivals Administrator will work from home and on-site.

### Key Responsibilities

- Communicate with festival stakeholders
- Manage festival registrations
- Update and maintain the festival website and web based registration system
- Create schedules and production plans for volunteers, performances, clinics, and adjudicators
- Prepare materials and edit programmes
- Hire contract staff as required, arrange for equipment specific to each festival, and hire moving companies
- Meet and work with adjudicators prior to, during, and after the festival as required
- Attend training and planning meetings as needed for volunteers and festival coordinators
- Be on-site, full time, for Group Festivals and be responsible for meeting: volunteers; contract workers; caterers; venue staff; and Directors as they arrive with their groups
- Act as Master of Ceremonies if necessary, thank the festival donors and sponsors
- Prepare and deliver scholarship and bursary paperwork for donors and recipients, provincial festival paperwork, and MusicFest nominee notices
- Manage the group festival revenue and expenses to meet the Society's annual budget and review fees with the AED
- Monitor and maintain festival-related inventory
- Handle complaints, emergencies and other issues on and off site as required in consultation with the AED
- Attend VKMFS Gala Concerts and perform as back-stage staff
- Support the AED with additional tasks that may arise

## Qualifications

- Minimum 3 years of event planning and administrative experience. Experience with the public or private school systems an asset
- Demonstrate advanced knowledge of various instrumentation and repertoire. Music degree or diploma an asset
- Proficient with computer systems, cloud storage, in house and online data base programs
- Detail oriented and expert time management skills
- Strong written and verbal communication skills
- Confident working with a diverse range of social groups and communities
- Must be able to lift 20 pounds and stand for an extended amount of time
- Have own vehicle, cell phone and laptop computer

Submit cover letter and resume to [christine.han@vkmfestivals.org](mailto:christine.han@vkmfestivals.org)

Deadline: Sunday, November 12, 2017

Website: [www.vkmfestivals.org](http://www.vkmfestivals.org)