

Kispiox Valley Music Festival Coordinator Job Description

Work Bee Coordinator

Role

- Coordination of volunteers to work on: grounds cleaning and maintenance, building construction, repair and cleaning, sign preparation, garbage and recycling as needed, and working with the hospitality team to ensure that volunteers are fed.
- Ordering supplies needed for identified tasks.
- Requesting donations of, or the purchasing of needed tools and materials.
- As the work bee coordinator, you will oversee the preparation of the festival grounds and pre-festival tasks.

Requirements:

- To be on site each Sunday from the second Sunday in June until the last weekend in July (festival weekend) with the exception of the Smithers Midsummer festival dates.
- To have qualities of leadership, excellent communication and time management
- Attendance of or reporting to meetings as requested by the Board of Directors.