

## The Kimberley & District Chamber of Commerce is requiring an Event Coordinator for the 2015 Julyfest

**Reporting to the President of the Chamber and the Board of Directors, the Event Coordinator will coordinate responsibilities associated with Julyfest. This is a part-time, contract position with some requirements for evening and weekend work.**

**Duties will include, but are not limited to:**

- Ensuring planning and logistics for the Canadian Bocce Championships, parade, Saturday night concert, Kids Festival, and entertainment are in place;
- Coordinate the Food & Beverage components, security, and event-related tasks;
- Recruit and coordinate volunteers and community groups for the event;
- Work with the Chamber office to ensure media are aware of upcoming events, and other related needs to ensure Julyfest operates efficiently;
- Ensure the President, and the Board of Directors are updated regularly about progress for Julyfest;
- Be available to perform physically demanding tasks prior to, during and post-Julyfest. Including working with a crew to set up fencing, staging, and working outdoors.

The successful candidate will:

- demonstrate strong leadership abilities,
- have experience managing events,
- have a solid background in managing a budget,
- have a working knowledge of the BC Liquor Control Act,
- ensure safety is paramount,
- work as a member of team that reports to the Board of Directors of the Kimberley & District Chamber of Commerce.

If you would like to be part of the Julyfest organization team, we want to hear from you.

E-mail your cover letter and resume identifying your skills and experience to:

[manager@kimberleychamber.com](mailto:manager@kimberleychamber.com). Please put "Julyfest Coordinator" in the Subject header.

Deadline for applications is March 20<sup>th</sup>, 2015.