



"GlobalFest is a not-for-profit society dedicated to celebrating and showcasing Calgary's cultural diversity and artistic excellence within our communities locally and across the globe. We are committed to producing an inclusive, world-class, multi-faceted arts and cultural festival that will enhance Alberta's reputation as a truly international destination."

Program Coordinator

This position is three fold:

GlobalFest's activation at The Calgary Stampede (July 6 - 15),

GlobalFest Human Rights Forum presented by UNAC-Calgary (August 7 - 10),

GlobalFest performance stages and Urban Arts Pavilion during GlobalFest (August 16 - 25).

This position is critical in the execution of an 11 day, live multicultural event in partnership with the Calgary Stampede. Reporting to the Artistic Cultural Director, the Program Coordinator will assist with all aspects of the GlobalFest Stampede International Market and Entertainment space. This event will welcome and entertain local, national and international audiences during the 11 days.

The Forum is a public and free-to-attend event that grants Calgarians access to dialogue with local and world-class experts, as well as champions of human rights. The radio, television, and Internet broadcasts are also provided as a free service to the community. Lead by Urban Arts Director, the position will assist with the daily logistics and marketing of the program.

During GlobalFest at Elliston Park, the position will assist both the Artistic Cultural Director and the Urban Arts Director manage performers, performance spaces and other related activities on the festival site.

The GlobalFest family is a small but determined group of individuals. Working with such a vibrant and eclectic group can make for a very challenging and rewarding summer work experience. As a small team, all staff may be required to participate in some physical labour and outdoor festival production support, i.e setup, teardown and cleanup.

Duties include but are not limited to:

- Database input and management
- Recruitment and deployment of volunteers
- Creative and technical writing for the creation and dissemination of contracts, reports and marketing materials
- Management of event and guest logistics
- Scheduling of entertainment and event planning
- Collection of information for performer accreditations and performer introductions
- Plan, execute, manage and lead participant orientation sessions
- Tracking invoices and receipts

The successful candidate will also be assisting with GlobalFest's participation at 2018 promotional events (other summer festivals).

General office reception, duties and errands.

Evening and weekend work is expected.

Job requirements and criteria:

- Strong written and oral communication skills
- Sound organizational and management skills
- Proficiency in Windows and MS Office
- Ability to work both collaboratively and independently
- Student continuing their education in the fall of 2018
- Valid Drivers License and own vehicle



Granting eligibility states selected student must:

- Be no older than 30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please note - compensation for moving (travel, rent, utilities, etc.) is not provided.

This position will run from May 1 through to August 31, 2018.

It is a full-time position with a salary of \$11,475.00 over 18 weeks.

We thank all applicants in advance for their interest in GlobalFest. Due to the expected high number of applicants for this position, only applicants selected for an interview will be contacted. No phone calls please.

Please send cover letter and resume to:

globalfest.yyc@gmail.com, Subject: YLOT Program – Program Coordinator

Applications will be accepted until end of day Friday, February 2, 2018.