



“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 will assist with the following summer programs:

- GlobalFest at The Calgary Stampede (July 3 - 12); and
- GlobalFest performance stages and Cultural Pavilion management during GlobalFest (August 15 - 24).

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 activation, i.e. vendor and entertainment management. This event will welcome and entertain local, national and international audiences during the 11 days.

During GlobalFest at Elliston Park, the position will assist the Artistic Cultural Director manage Cultural Pavilions and activations within, as well as 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.

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
- Planning and assisting with participant orientation sessions
- Tracking invoices and receipts

The successful candidate will also be assisting with the GlobalFest Golf Tournament, as well as promotional sales events (other Calgary summer festivals) including Inglewood Sunfest, and Marda Gras, just to name a few.

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
- Valid Drivers Licence and own vehicle



Granting eligibility states selected individuals 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 18 through to Sept 4, 2020.

It is a full-time position with a salary of \$10,200.00 over 16 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 Tuesday, February 18, 2020.