



“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/Digital Coordinator

This position will assist with the following major summer programs:

- GlobalFest at The Calgary Stampede (Thursday, July 8 – Sunday, July 18, 2021)
- GlobalFest performance stages and Cultural Pavilion management during GlobalFest (Friday, August 13 – Saturday, August 28, 2021)

Additionally, this position will also assist with a variety of smaller community performances:

- Stephen Avenue, Downtown Calgary
- Marlborough Mall
- Calgary Dragon Boat Festival
- Heritage Park
- Pop-Up Performances, various locations throughout Calgary

Reporting to the Artistic Cultural Director, this position will assist with all aspect of the activation, i.e., vendor and entertainment management.

As part of GlobalFest’s programming strategy to continue providing programming via various digital streams, in response to the ongoing global COVID pandemic, this position will also assist the Development Manager operate audio/video recording equipment and software to assist with the creation of digital programming elements.

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:

- Front Offices Management
 - Data input and management
 - Tracking invoices and receipts
 - Creative and technical writing for the creating and dissemination of contracts, reports and marketing materials
- Event Management
 - Recruitment and deployment of volunteers
 - Management of events and guest logistics
 - Scheduling of entertainment and event planning
 - Collection of information for performer accreditations and performer introductions
 - Planning and assisting with participants orientation sessions
- Digital Programming
 - Operate audio/video recording equipment and software
 - Assist with research and gathering of post-production material (music, photos, etc.)
 - Managing and caring for equipment and equipment rentals as necessary (batteries, cameras, microphones)

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

General office & administrative duties. Evening and weekend work is expected.



Job requirements and criteria:

- Demonstrated strong written and oral communication skills
- Comfortable with telephone skills and cold calling potential clients/partners
- Proficiency in Windows and MS Office
- Ability to work both collaboratively and independently
- Film/video post-production training and/or equivalent experiences
- Proficiency in Adobe Creative Suite, including Premiere Pro
- Valid Drivers Licence and own vehicle with clean driving record

Granting eligibility states selected students must:

- Be no older than 30 years of age
- Be a Canadian citizen, permanent resident, or person to who refugee protection had 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 3 through to September 3, 2021
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/Digital Coordinator**

Applications will be accepted until end of day Tuesday, March 2, 2021.