



“GlobalFest is a not-for-profit community development agency dedicated to celebrating, showcasing and promoting Calgary’s cultural diversity and artistic excellence, which enriches the lives of our citizens and strengthens our community, while simultaneously enhancing Alberta’s reputation as an international destination. GlobalFest is also dedicated to facilitating discussions of issues pertaining to racism, discrimination, oppression, and justice, as well as educational programming addressing these issues, in the hopes that they lead to sustained commitment by our community to work towards a more inclusive society.”

Production Coordinator

Working with management, this front-line position will focus on the preparation, coordination and execution for GlobalFest related events.

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 at GlobalFest, this position requires physical labour, outdoor festival production support and weekend work.

This position will assist with all aspects of production and logistics for all GlobalFest summer related events, e.g., Rise Up (date TBD), Calgary Stampede (July 4 – 14), GlobalFest (Aug 15 – 24) and more.

Duties include but are not limited to:

- Front Offices Management
 - Data input and management
 - Tracking invoices and receipts
 - Respond to questions and concerns from partners, suppliers, vendors, participants and patrons
- Event Management
 - Management of multiple events and logistics, including set up, strike and clean up
 - Scheduling set up times for vendors and suppliers, including pick up and drop offs
 - Creation of final check list on event days to ensure a successful set up
 - Procurement of materials needed at GlobalFest or any event
 - Support of Production Director at GlobalFest or any event
 - Active oversight of clean-up (pre-show, during, and after show)

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 Calgary Stamp 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
- Ability to work evening and weekends
- Physical labour
- 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 20 through to September 20, 2024

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 – Production Coordinator

Applications will be accepted until end of day (11:59pm MST) Wednesday, Feb 29, 2024.