



“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”

Program Coordinator

Working with management, this position will focus on the preparation, coordination and execution of summer events that are part of GlobalFest’s pillars of programming and other organization related events. This position will play a vital role working with various community partners, the general public, and volunteers to effectively produce 2024 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, all staff may be required to participate in some physical labour and outdoor festival production support.

Reporting to the Cultural / Artistic Director, this position will assist the following major summer programs:

- GlobalFest at the Calgary Stampede (July 4 – 14, 2024)
- GlobalFest performance stages and Cultural Pavilion Management during GlobalFest (Aug 15 – 24, 2024)

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

- Stephen Avenue, Downtown Calgary
- Calgary Dragon Boat Festival
- Heritage Park
- GlobalFest Groves (new project) – Pop-Up Performances, various locations throughout Calgary

Duties also 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 and Inglewood Sunfest, 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 April 29 through to August 30, 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 Coordinator

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