

RFP for a FESTIVAL COORDINATOR:

The Festival Coordinator (FC) is a part-time contract that involves managing the administrative and operational tasks of VAHMS and explorASIAN Festival. The FC reports directly to the President of the Board. Ranging from 10 to 20 hours per week, higher hours required leading up to and during the explorASIAN Festival. Fees: \$24/hr; 6-month contract with the potential to renew.

RESPONSIBILITIES:

- Managing all VAHMS communications (email, mailing lists, press lists, partner lists)
- Attending weekly executive committee meetings and monthly board meetings in New Westminster
- Managing relationships with VAHMS' community partners and sponsors
- Supporting resource development through grant writing
- Producing timelines and budgets for all festival operations
- Helping prepare festival promotional materials and promotions
- Working with the Programming Committee to produce VAHMS's in-house events
- Booking speakers, performers and subcontractors
- Recruiting and onboarding new volunteers
- Inviting VIPs to the attend festival events
- Supporting the Marketing and Communications Committee with social media and website content
- Working with media partners to promote the explorASIAN Festival

QUALIFICATIONS:

- Experience in nonprofit arts administration and knowledge of Asian Canadian arts and culture
- Exceptional interpersonal communication skills
- Experience with event planning and on-site project coordination
- Experience using Google Suite, including word processing and spreadsheets
- Timely, honest, responsible, and adaptable
- Solid organizational abilities, including prioritizing, delegating, and task facilitation
- Quick learner and enthusiastic to acquire new skills
- Excellent judgement and creative problem-solving skills, including negotiation and conflict resolution
- Energetic, flexible, collaborative and proactive
- Passion for intercultural community building, social justice and anti-racism

HOW TO APPLY: Please send your proposal to office.vahms@gmail.com by **Sept 15, 2023**