



Joe's Valley Fest Festival Coordinator - 2019/2020

The Joe's Valley Fest is a community event that would not be possible without its sponsors, staff and volunteers. We are looking for someone who is willing to help the Fest grow. We believe in a fun and casual work environment that makes you excited to contribute everyday - and helps get the creativity flowing! We are dedicated to contributing to the professional development of each of its staff/interns.

The Joe's Valley Fest is a growing climbing & community festival that became a 501c3 non-profit to better serve our mission to enhance the local economy and build community by bringing rock climbers and locals together around our shared enthusiasm for the outdoors. We are looking for a Festival Coordinator who believes in the mission of the Fest, wants a good challenge and will own this opportunity while complimenting our fun team of caring professionals. You will work closely with the Board of Directors to coordinate the 6th Annual Joe's Valley Festival.

Location: Utah. Quarterly visits to Emery County required and 2020 Festival dates (Emery County, UT).

Schedule: P/T, flexible. From 5 - 20 hours/week. Required hours will increase as we get closer to the Festival date. May need to attend the Outdoor Retailer Summer Market from June 23-25, 2020. Full time availability required week of the 6th Annual Festival: September 21-27, 2020. Festival dates are September 24-27, 2020.

Pay: Stipend is commensurate with experience, time commitment and ability to work independently. Range from \$3,500 - \$5,000. Additionally, you will receive the following benefits: Festival tickets, special staff festival swag bag, 2020 Fest shirt & sweatshirt, and full access to a Lynda tutorial subscription.

How to Apply: Please send a cover letter, resume, salary requirements and two references to vikki@joesvalleyfest.org with the subject "Festival Coordinator".

Job Summary

Duties and Responsibilities

- Event Planning
 - Develop and implement event budget
 - Assist in creating the event schedule
 - Book entertainment and vendors
 - Book catering
 - Arrange insurance & permits
 - Design & order 2020 Festival swag products - including, but not limited to: t-shirts, swag bags, tank tops & sweatshirts
 - Order Fest collateral products (e.g., festival programs, flyers, and any other signage as needed)



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- Responsible for any other last-minute design work
- Identify and pursue new sponsorships, partnerships, and grants
- Plan site map
- Assist with general Fest idea creation
- Event Communications
 - Work with marketing to develop press kit, media releases and general social media strategy
 - Develop proactive communication plan
 - Develop pre- and post-event PR plan with the marketing team
- Ticket Sales
 - Develop & implement pricing and sales strategy
 - Create Eventbrite event
 - Monitor sales
 - Create VIP lists
 - Invite VIP guests
 - Make sure Square is set up correctly for sales during the Fest
- On-Site Logistics - Week of the Festival
 - Assign staff tasks
 - Train and manage Volunteer Coordinator
 - Run through & site checks
 - Arrange sound/music, carpools, security, styling/decorations, catering & cleaning
 - Assist Volunteer Coordinator & Sponsorship Coordinator as needed
- Administrative Tasks
 - Continually check & review website, emails, newsletters & surveys
 - Responsible for checking all staff's work as needed
 - Turn in receipts and keep track of financial accounts as needed
 - Compile & share Square reports with Board of Directors
 - Reconcile ticket & product sales
 - Attend monthly Board of Directors Conference Calls, year round
 - Answer general Fest email account regularly
 - Assist Volunteer Coordinator in setting up sing-ups, email and other volunteer communication
 - Send out post-Festival surveys to attendees, vendors/sponsors, and staff/volunteers
 - Compile and share survey results with Board of Directors
- Other duties as assigned by the Board of Directors



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Required Qualifications

- Active connection to climbing community at large, within the industry and community
- 5+ years experience with event production or hospitality
- Proficient in Google Suite applications
- Strong technical and organizational skills, exhibited in a professional environment
- Effective written and verbal communication skills
- Able to work independently under the supervision of the Board of Directors
- Excellent editing and proofreading skills
- Accuracy in detailed work
- Ability to plan, organize, and follow through on tasks
- Strong initiative with the ability to stay on task
- Ability to work effectively within a team and with minimal supervision
- Acts in accordance with ethical standards and values
- A high level of integrity, dependability, enthusiasm, and confidentiality

Preferred Skills

- Graphic design experience
- Proficiency in Adobe Creative Cloud
- Proficiency in the use of social media sites such as Facebook and Instagram
- Proficiency with Quickbooks or other accounting apps like Square
- Management experience or team oriented skills