
CJSW Summer Contract position - Festival & Outreach Coordinator

CJSW is hiring a Festivals & Outreach Coordinator for a temporary contract position. This individual will oversee all aspects of CJSW community outreach for summer 2023, including the transport and set-up of CJSW outreach materials at a number of events in Calgary and area, volunteer scheduling and management and other related duties. Festival & Outreach Coordinator will be reporting to the Marketing & Development Director and Station Manager. The successful candidate will work closely with all CJSW staff and volunteers.

Terms: **16 weeks at 30 hours per week on average @ \$17.50 per hour for this position. Applications will be accepted from May 4th, 2023 to 12pm on May 15th, 2023 with work ideally commencing on the week of May 23rd, 2023.**

Tasks and Responsibilities:

- Liaise with summer festivals to fulfill CJSW's obligations as a festival partner. CJSW historically sponsors over 40 festivals each summer including Marda Loop Mardi Gras, Calgary International Blues Fest, Lilac Festival, Calgary Folk Music Festival, Sled Island and many more
- Work with the CJSW Marketing & Development Director to plan and finalize sponsorship contracts with the organizations running festivals in Calgary
- Schedule and train volunteers to be at festival booths and provide community outreach
- Coordinate and create CJSW promotional materials such as brochures, program guides, etc. to enhance the festival outreach experience
- Develop and implement creative outreach strategy at the CJSW promotional booth during festivals
- Organize and oversee live, remote broadcasts
- Responsible for accurate oversight of CJSW outreach merchandise sales
- Transport and set-up CJSW's mobile promotions kit at festivals throughout Calgary and area
- Other duties as assigned

Required Skills:

- Flexible schedule as there will be a lot of evening and weekend work
- Excellent communicator with strong organizational and delegation skills
- Strong, independent leader able to train and motivate volunteers
- Prepared to balance a number of priorities against tight deadlines
- Open minded and prepared to work with culturally diverse groups, organizations, and volunteers
- Ability to organize and coordinate large numbers of volunteers
- Problem-solving, setting timelines and following up with phone and email correspondence is an important part of this multi-project-based position
- Experience with computers, graphic and/or art design is an asset
- Class 5 operator's license and access to a reliable, spacious vehicle



CJSW RADIO

ON AIR 90.9 FM - ON DEMAND CJSW.COM

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- The physical ability to lift 20 kg/45 lbs

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00 pm on Monday, May 15th, 2023.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.

CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).