



The Christmas on the Peninsula Society
is seeking a Festival Assistant to:

Recruit and manage event volunteers, entertainers, and sponsors and promote the 2023 Christmas on the Peninsula Festival.

Our mission

To provide a first-class Christmas Festival on the Semiahmoo Peninsula for visitors and local communities, to gather together to hear and see the Christmas Story unfold.

Our goal

To have a Christmas Parade, Christmas Village and Christmas Entertainment in a beautiful setting, and to promote special Christmas events all around the Peninsula at the beginning of each Christmas Season.

Duration and fee for services

Anticipated to begin ASP or no later than Monday October 16th, this is a one and a half -months contract with a possibility for ongoing contracts.

The fee for this part time contract will be **\$ 1500 paid upon completion of contract with report and invoice.**

Scope of Services

Administration

- Attend Board of Directors meetings and Organising Team meetings.
- Ensure stakeholders' including volunteers' information is accurately recorded and up to date
- Maintain systems and procedures

Fundraising

- Recruit cash- and in-kind- sponsors and manage documents relating to sponsorships

Logistics

- Maintain event supplies in storage areas in an orderly fashion according to inventory lists and map and organise transportation of supplies to and from these areas
- Contact supporting organisations like St. Johns Ambulance and TransLink as needed

Promotions

- Promote the Christmas on the Peninsula Festival to prospective sponsors, participants, visitors, and volunteers in local and near lying communities to include various forms of social media including our website as well as traditional forms of advertising

Volunteers

- Retain existing volunteers by encouraging their return
- Recruit and train new volunteers as needed
- Register and give volunteers nametags and food vouchers as needed

Contractor experience and attributes

- Experience in event planning/management or a related field
- Demonstrated planning and organization skills
- Ability to multitask and prioritize while being flexible to deadlines and pressure
- Professional, personable, and comfortable interacting with event participants and attendees, donors, volunteers at all levels
- Ability to manage a team
- Ability to schedule entertainers and volunteers
- Experience recruiting and managing event volunteers
- Proficient in MS Office Suite; adept social media user
- Must be able to lift / move up to 40 lbs (18 kg)

Deadline for response

Please send resume and letter demonstrating how your experience relates to our requirements ASAP to Liv Butow, President Christmas on the Peninsula Society, via email to Liv@butow.com

We thank all who apply and advise that only those selected for further consideration will be contacted.