



## Ice & Snow Events Coordinator for High On Ice 2011

### Position Description:

Temporary Part-Time Position; 6 Month Contract. \$10,000. In addition, a monthly provision of up \$100 will be reimbursed for job-related expenses (receipts must be submitted). Position begins August 15, 2010.

The FSJCAC High On Ice Coordinator oversees all areas of the High On Ice Winter Festival pertaining to ice and snow carving activities, including the amateur ice and snow carving competition, the professional ice carving competition, commissioned ice sculptures for the festival, and the annual ice carving workshops in November.

Occasional transportation of supplies or individuals is part of the position. The coordinator will need to own or have access to a vehicle.

The coordinator must be available from August 15, 2010 through February 15, 2011.

### Essential Skills and Abilities:

The successful candidate will exhibit competence in the following areas:

- Must be a highly motivated individual, capable of working on tasks without direct supervision
- Strong organizational skills
- Ability to liaise with media regarding the promotion of ice and snow carving activities
- Has excellent interpersonal skills
- Strong writing and communication skills
- Previous experience managing volunteers
- Possesses financial management skills
- Experienced in sponsorship solicitation

### Required Education and Experience:

- Project Coordination/Event Planning experience desired
- Experience dealing with arts and culture organizations an asset
- Post-Secondary education preferred

### Description of Work Environment:

The hired coordinator will, in most cases, work out of their own home or office, though they will have access to the Fort St. John Community Arts Council office, located at the ArtsPost facility, as necessary. The coordinator will liaise with volunteers and event sponsors and reports to the Arts Council's Executive Director.

At times, this position may require the individual to spend time outdoors in colder temperatures, due to the fact that all workshops and competitions take place in an outdoor setting during winter months. The position may also require some moderate lifting of equipment from time to time.

Minor travel and transporting of equipment is part of the position. The coordinator will need to own or have access to a vehicle.