



Job title	<i>Shorebird Festival Coordinator</i>
Reports to	<i>Executive Director</i>

Job purpose

To plan, promote and facilitate Cordova’s annual Copper River Delta Shorebird Festival in cooperation with local partner entities to meet festival goals and objectives.

Duties and responsibilities

Work with Chamber Executive Director and festival partners to plan and facilitate all aspects of Cordova’s annual Copper River Delta Shorebird Festival. For example:

- Arrange for speakers and reserve lodging and transportation
- Promote and advertise the festival
 - Print, digital and audio ad commission/creation
 - Poster creation and dissemination
 - Press release creation and dissemination
 - Regular social media posts on Facebook, Twitter, Instagram, etc.
 - Commission and order festival apparel and promotional items
 - Attend local and regional events to promote CRDSF to potential attendees
- Arrange logistics for activities that occur during the festival
 - Coordinate/reserve necessary facilities, permits and equipment
 - Be point of contact for outside entities participating in festival
 - Create and disseminate festival schedule
- Coordinate with festival partners and committee members to organize and facilitate festival events including, but not limited to:
 - Kids’ events
 - Shuttles/Field Trips
 - Classes
 - Workshops
 - Art Openings/Book Signings
 - Mixers/Social events
 - Great Cordova Birding Challenge
- Update festival website
- Facilitate festival registration and respond to festival-related inquiries
- Monthly emails to festival supporters, and other communications with festival registrants and sponsors
- Sponsor recruitment and recognition
- Coordinate monthly Shorebird committee meetings
- Work with graphic designer to create printed festival program; recruit and manage advertisers.
- Interface with local businesses and organizations to encourage participation in festival
- Recruit, schedule and manage volunteers for general event duties and specialized teams
- Serve as one of the on-site contacts during the event, and oversee the operation of festival Welcome Table
- Oversee festival set-up and take-down
- Assist with sponsor acknowledgement and thank you’s
- Organize, maintain and track inventory
- Implement festival survey during/after event
- Other duties as assigned
- Opportunity for additional hours in visitor’s center or in coordination with other Chamber events and festivals.

Qualifications

It is vital that candidate have excellent organizational and communication skills (written, verbal and interpersonal)

Other Qualifications include:

- Some college education and/or experience in marketing, event planning or related field.
- Ornithological or birding knowledge a plus, but not required.
- Volunteer and sponsor recruitment and management experience helpful.
- Expert knowledge of MS Office, Basic Office Equipment
- Social media fluency
- Extremely organized and self-motivated
- Possess a valid driver's license and clean driving record
- Positive attitude, friendly, fast learner
- Ability to work as a team and in high-stress situations

Hours and Working conditions

This position is 10-15 hours per week with a flexible schedule from January-March. In April, this position requires regular office hours of 11am-3pm (or similar) at least four weekdays (Mon-Fri) per week. Some evening work may be required to attend committee meetings. Weekend work and long hours is expected during the event (May 3-6, 2018). Position ends in mid-May, with possibility of placement as part-time visitor center and/or event staff through the summer/fall. Pay is \$15-20/hour, DOE.

Physical requirements

Candidate must be physically able to stand and/or sit for extended periods of time, lift heavy objects from time to time, bend and reach. Some driving may be involved.

Direct reports

Festival volunteers report to candidate.

Approved by:	
Date approved:	
Reviewed:	

Copper River Delta Shorebird Festival and Cordova Chamber of Commerce are equal opportunity employers.