

Program Coordinator Job Description

Position Summary:	Reporting to and providing crucial support for the Artistic Director, the Program Coordinator serves as the artist liaison and logistics coordinator for artistic programming at the Regina Folk Festival, and provides administrative support to the Artistic Director.
Reports To:	Artistic Director
Supervises:	Event Volunteers

THE IDEAL PROGRAM COORDINATOR WILL POSSESS:

- Strong attention to detail.
- Experience working with volunteers.
- Experience working in a non-profit organization.
- Experience with being accountable to objectives outlined in a work plan.
- Strong relationship building, communication, and problem-solving skills.
- The ability to work well independently and in collaboration with others.
- Experience working in music or event production.
- Formal training in event production, the performing arts, or similar.
- A passion for music, and the promotion of arts and culture in Saskatchewan.

DUTIES & RESPONSIBILITIES:

1. Program Coordination

- a. In collaboration with and/or per the explicit assignment of the Artistic Director:
 - i. Maintain event coordination plans for RFF programming that outline event-specific details including, but not limited to:
 1. production schedules for RFF employees, contractors, volunteers, and vendors;
 2. cash and POS requirements for events;
 3. Artist Services, including hospitality and comp ticket fulfillment;
 4. program staffing requirements, including volunteer roles needed;
 5. SLGA applications and licensing as appropriate for 50/50 raffles.
 - ii. Coordinate front-of-house on-site operations for RFF programming including, but not limited to:
 1. venue set-up, including patron seating for select venues;

2. merchandising, including POS and cash drawer set up, volunteer training and supervision associated with the area, inventory in and out, and post-show settlement to artist;
3. Box Office, including POS and cash drawer set up, volunteer training and supervision associated with the area, and ticket sales tracking;
4. fundraising including 50/50 raffle cash sales tracking, ticket draw, cash settlement to winner, and volunteer training and supervision associated with the area.
5. signage including sponsor and funder banners;
6. work directly with venues to facilitate bookings and rental requirements.

2. Artist Services:

- a. Following the finalization of artist negotiations:
 - i. support the Artistic Director in reviewing artist contracts, to facilitate the advancement of production, hospitality, merchandise, and related on-site requirements contained therein.
 - ii. represent the Regina Folk Festival professionally as the primary event production point of contact for artists and/or tour managers, directing inquiries to other members of the team as necessary.
- b. Coordinate travel and transportation logistics for visiting artists as per contract terms (including hotel bookings and ground transportation).
- c. Create and implement schedules for assigned artists, for both internal events (load-ins, sound-checks, etc.) and external events (interviews, special events, etc.).
- d. Facilitate contract rider fulfillment, including hospitality, transportation, and comp tickets.
- e. Track and facilitate appropriate inventory of hospitality amenities, including water bottles and towels.
- f. In collaboration with and/or per the explicit assignment of the Artistic Director:
 - i. represent RFF in regular and ad-hoc program production meetings with suppliers, venues, and volunteers.

3. Event Volunteer Coordination

- a. Recruit, train, schedule, and supervise event volunteers for RFF programming in accordance with the RFF Volunteer Manual.
- b. Serve as the point of contact for program volunteers.
- c. Maintain the RFF volunteer database by inputting up-to-date information for event volunteers as needed.

4. General Responsibilities

- a. Share in the maintenance of general administration for the organization, as related to duties outlined in the sections Program Coordination, Artists Services, and Volunteer Coordination above, including:
 - i. Mail
 - ii. Filing
 - iii. Document control
 - iv. Phone and email correspondence
 - v. Meeting coordination
 - vi. General database maintenance
 - vii. Office supply and equipment maintenance
- b. Communicate with suppliers as needed to support program coordination and administration.
- c. Submit all invoices, receipts, contracts, agreements and similar promptly for review.

MINIMUM REQUIREMENTS:

- A minimum of two years' relevant experience in a similar role, or an equivalent combination of education and experience, with priority given to those with specific experience working in live music event production.