



JOB POSTING

VOLUNTEER COORDINATOR

Application Deadline: Rolling, until filled

Location: 802 3rd Ave, Dawson City, Yukon

Start Date: ASAP

Term length and hours: 13 weeks - 20-30 hours/week*

Compensation: \$22.00/hour - total contract \$7,410

Reports to: Executive Director

**Weekly hours will vary over the course of the contract. Some evening and weekend work will be required. A greater number of hours will be required in the lead up to and during the Dawson City Music Festival - July 19-21.*

THE OPPORTUNITY -

Dawson City Music Festival is seeking a **Volunteer Coordinator** for our upcoming summer season. This is your opportunity to work for one of Canada's most beloved music festivals and to learn what it takes to present world-class musicians in one of the world's most remote and unique festival environments.

Working in a highly collaborative environment, the Volunteer Coordinator is responsible for managing teams of volunteers during the Festival (July 19-21); assisting DCMF staff with festival production; and contributing to providing a safe and welcoming space for all attendees, artists, and participants.

ABOUT DCMF -

The first Dawson City Music Festival took place in 1979. It was an intimate, two-day affair among friends, comprising a jam session on a West Dawson farm and a dance at Diamond Tooth Gertie's. Quickly realizing that the Festival was too good a secret to keep, an enterprising band of local volunteers incorporated the Dawson City Music Festival Association in 1980.

Since then, "Canada's tiny, perfect Festival" has developed a reputation as one of the nation's premiere musical events, but its strengths have remained the same: unparalleled intimacy, grassroots spirit, fabulous Klondike hospitality, and the best concerts North of 60!



POSITION DETAILS -

ELIGIBILITY CRITERIA

-All applicants must be legally allowed to work in Canada;

-Applicants must:

- be under 25 and have been a Yukon resident since March 2023

OR

- have been a full-time student at a secondary or post-secondary school for at least one semester during the current academic year.

DUTIES AND RESPONSIBILITIES

VOLUNTEER COORDINATION

- Work closely with DCMF staff and committee heads to determine volunteer needs
- Use the volunteer database, website, social media, and traditional methods such as poster and community outreach to recruit and organize and schedule volunteers
- Provide volunteer orientation as needed and communicate frequently with volunteers to ensure they are satisfied and supported
- Organize and supervise the volunteer check-in/muster station
- Revise internal and external volunteer communications, application forms, agreements, and website content for the 2022 music festival
- Plan and produce a volunteer appreciation party

OTHER

- Develop a work plan and project tracking documents, populate reports, generate templates, and manage the Safety & Volunteer Coordinator Google Drive
- Coordinate, distribute, collect and analyze pre-and post-festival surveys and compile data
- Other administrative and production duties, as assigned

EXPERIENCE, SKILLS AND ABILITIES-

THE SUCCESSFUL CANDIDATES WILL

- Be passionate about music and the arts
- Have knowledge, experience, or demonstrated interest in arts and culture, community organizing, coordinating people, logistics, health and safety, and other related areas (paid or unpaid experience is equally valued)



- Have knowledge of volunteer work in the context of cultural and non-profit organizations
- Have experience working in Google Suite (Gmail, Docs, Sheets, Forms and Calendar), Zoom, Microsoft Office Suite, and other standard office applications
- Have strong administration, analytical, planning, and organizational skills
- Be able to maintain strict confidentiality, professionalism, and diplomacy
- Be quick-thinking and be a calm and resourceful problem solver
- Be able to work with a broad demographic of people and be highly diplomatic with strong inter-cultural competency
- Have strong verbal and written communication skills (including excellent phone and email etiquette)
- Be detail-oriented, highly organised and self-motivated with excellent time management skills
- Be able to follow direction and work plans, take initiative, and work with confidence, independence, and urgency
- Have excellent time management skills - comfortable working to multiple deadlines in a fast-paced environment
- Have capacity to inspire and motivate others with strong team-building skills

ADDITIONAL ASSETS

- Valid driver's license
- Ability to lift up to 40lbs
- Familiarity with Wordpress and Canva
- Experience using social media platforms (Instagram, Facebook, Twitter)
- Knowledge and understanding of artistic and musical practices

TO APPLY-

Please send a resume, a one page cover, and two professional references to:

Corbin Murdoch, Executive Director

Re: Production Assistant Application

Email: info@dcmf.com

We will continue to accept applications until the position is filled. We will start interviewing candidates no later than May 10, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.