



JOB POSTING

VOLUNTEER & SPONSORSHIP COORDINATOR

Application Deadline: Rolling, until filled

Location: 802 3rd Ave, Dawson City, Yukon

Start Date: ASAP

Term length and hours: Contract Position - 10 hours/week - 15 weeks, with possibility of extension

Compensation: \$30.00/hour

Reports to: Executive Director

THE OPPORTUNITY

Dawson City Music Festival is seeking a **Volunteer & Sponsorship Coordinator (VSC)** to help us prepare for our upcoming summer season, including the 47th Annual Dawson City Music Festival. This is your opportunity to help support one of Canada's most beloved music festivals and learn what it takes to present music in one of the world's most remote and unique festival environments.

Working in a highly collaborative environment, the VSC is responsible for recruiting and assembling teams of volunteers during the lead up to the Festival. They will also communicate with current and potential festival sponsors, soliciting cash and in-kind contributions. The VSC may also assist DCMF staff and committee heads with other production tasks, as needed.

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;
- Priority will be given to current residents of Dawson City.



DUTIES AND RESPONSIBILITIES

VOLUNTEER COORDINATION

- Work with DCMF staff and committee heads to determine volunteer needs and schedules.
- Use the volunteer database, website, social media, and traditional methods such as poster and community outreach to recruit and organize volunteers.
- Communicate frequently with committee heads and volunteers to ensure their needs are being met and they have the information that they need.
- Prepare schedules, documents, and communications in advance of our busy summer season.

SPONSORSHIP AND DEVELOPMENT

- Work with DCMF staff to coordinate a campaign for in-kind and cash sponsorship for DCMF 2025
- Track sponsorship benefits and prepare a plan for delivery
- Maintain and develop DCMF's sponsorship database
- Develop a work plan and project tracking documents, generate templates, and manage the Sponsorship Google Drive
- Other administrative and production duties, as required

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, 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 and professionalism



- 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

TO APPLY

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

Corbin Murdoch, Executive Director

Re: VSC Application

Email: info@dcmf.com

We will continue to accept applications until the position is filled. We will start interviewing candidates ASAP.

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