



EVENT COORDINATOR

Unison Choruses Canada is a federal not-for-profit organization created to produce the Unison Festival, for 2SLGBTQIA+ choirs, every four years. The festival brings together choirs from across Canada for a non-competitive celebration of choral music in the queer community. This exciting and fun-filled festival is being held in Halifax NS from May 19 to 22, 2023, at the Halifax Convention Centre; and will host over 500 delegates and hundreds of local concert goers.

The Halifax-based Festival Planning Committee is looking for an Event Coordinator.

The ideal candidate is an energetic, detail-oriented, and dedicated person who can work both independently and as part of a dynamic team. The Coordinator reports to, and takes direction from, the Festival Co-Chairs; and works in collaboration with the Festival Artistic Directors, the Unison Administrator, and volunteer committees. The Coordinator will organize, promote and execute the concerts, workshops, social events, and other activities that make up the Festival schedule. Key responsibilities include event management and administration, financial coordination, and relationship management with local partners and supporters. In addition, the Coordinator will work in cooperation with team members in marketing communications and volunteer coordination.

DETAILED JOB DESCRIPTION

BEFORE THE FESTIVAL

- Work extensively with Integra Planner software in collaboration with Unison Administrator; manage registrations; provide first-level support to choruses and delegates; prepare for in-person registration and delegate badge pick-up
 - Manage contracts and coordinate logistical details for Festival venues and event sites, social events, delegate accommodations, delegate services, and hospitality
 - Manage contracts and coordinate logistical details for guest artists, accompanists, workshop leaders, guest speakers, other professionals hired for the Festival
 - Arrange and manage food and beverage contracts
 - Manage logistics such as transportation, parking, schedules, and signage
 - Oversee production of passes, tickets, delegate packages, festival programs, and other materials required for the Festival
 - Coordinate Festival updates on Unison website
 - Provide support as needed to marketing communications and volunteer coordination
 - Assist the financial team with developing cost projections
 - Provide administrative support to the Festival Planning Committee and subcommittees
 - Reports to the Co-Chairs and updates the Festival Planning Committee regularly. Keeps other stakeholders fully informed of Festival preparation progress. Stakeholders may include the Festival Artistic Directors, Unison Administrator, venue managers, volunteers, etc.
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- Liaise with Festival Planning Committee members, other Unison personnel, key volunteers, contractors, vendors, and Unison partners
- Maintain records and official documents pertaining to the Festival
- Ensure the Festival follows all applicable standards for health and safety, legal and insurance obligations
- Act as principal liaison with the Halifax Convention Centre (Festival venue)
- Direct the work of an Assistant Coordinator
- Other duties as may be required or assigned

DURING THE FESTIVAL

- Oversee and manage onsite registration, information, and orientation for delegates and contracted staff
- Oversee and manage Festival Store
- Oversee set-up, operation, and take-down for Festival events
- Serve as a point of contact for venue personnel and outside vendors, contractors, and suppliers
- Ensure that the Festival is run according to plan and troubleshoot problems that arise onsite during the Festival
- Assist in the collection of data about Festival event attendance, market impact, and other relevant statistics as determined by the Unison Board of Directors

AFTER THE FESTIVAL

- Manage post-Festival wrap-up of contracts
- Produce a post-Festival report for the Festival Planning Committee and Unison Board of Directors, detailing the activities carried out by the Event Coordinator and documenting lessons learned
- Assist in the collection of feedback from delegates, volunteers, and audience members
- Ensure that all documents relevant to the Festival are transferred to the Unison Administrator

QUALIFICATIONS

- Proven event management experience
 - Excellent interpersonal skills and ability to both lead and work with others
 - Excellent English communication skills, both written and verbal
 - Excellent computer skills (Word, Excel, email, etc.) and facility to learn new software quickly, such as the Integra Planning Software
 - Excellent time management and organizational skills
 - Demonstrated ability to identify key issues and creatively and strategically overcome internal and external challenges and obstacles
 - Previous experience working with not-for-profit artistic organizations is considered an asset
 - Previous experience working with choirs or choral music programs is considered an asset
 - English and French bilingualism would be considered an asset
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EDUCATION

The successful candidate will have appropriate university or community college education and at least three years of experience in managing similar events.

CONTRACT PERIOD AND COMPENSATION

The contract period is from mid-August 2022 to early June 2023, and will not exceed 500 hours. Months leading in to the Festival will ramp up as needed with more hours required as the event draws near. During the Festival itself, the time commitment will be at least 12 hours per day. The Coordinator is required to be available and onsite for the duration of the Festival (May 19 to May 22, 2023). During the lead-up, the Coordinator must be available to accommodate evening and weekend activities such as Planning Committee Meetings and Unison events. The Coordinator is responsible for providing their own workspace and basic computer equipment. A valid driver's licence and access to a personal vehicle is required for the position. Compensation will be commensurate with experience. Expenses will be reimbursed as per Unison policy.

TO APPLY

Submit letter of application and resume to positions@unisonfestivalunisson.ca by 4:30 pm on June 17, 2022. Letter should include a clear statement of contract fee expectation.

Please note that only candidates selected for an interview will be contacted.

ADDITIONAL COMMENTS

Unison Choruses Canada values the diversity of the people it hires and serves. Diversity for us means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We value new perspectives, original ideas, and individuals who support this same commitment. We strongly encourage members from the Indigenous, Black, racialized, 2SLGBTQIA+, persons with disability, refugee and newcomer communities to express interest in the position.

The Unison Festival will take place within Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We acknowledge and honour the Mi'kmaq people who have cared for and continue to care for this land. Unison Chorus Canada is continuing to learn and evolve, to walk together with the many Indigenous nations of Canada in the preservation and celebration of cultural traditions.
