Are you passionate about connecting people with nature?

Wings Over the Rockies Nature Festival seeks a Festival Planner

Liaising with the volunteer board the festival planner develops one of the largest nature festivals in Canada. The planner is a part-time, paid contract for approximately 600 to 700 hours annually (remuneration rate to be negotiated).

Core responsibilities

- Assist in identifying festival theme and potential presenters
- Be main contact with event leaders/presenters
- Book venues and presenter accommodations
- Schedule events
- Assist in development and distribution of awareness and marketing materials
- Provide support during festival week
- Participate in post festival evaluation

The successful candidate will have:

- Experience in planning creative public events
- Ability to build and maintain relationships with a wide range of stakeholders
- A customer centered orientation
- Initiative and the ability to work independently
- Strong interpersonal, communication and administration skills

Desirable experience and skills

Familiarity with:

- The Wings Over the Rockies festival
- Upper Columbia Valley (Canal Flats to Spillimacheen) recreation opportunities, businesses, organizations and non-profits
- Microsoft Office
- Marketing on social media (Facebook/Instagram) and website (WordPress)
- Basic audiovisual equipment knowledge
- Working with Volunteers

About the festival

Centered in Invermere BC, the Wings Over the Rockies is one of the largest nature festivals in Canada with 100 events, both indoor and outdoor spread over seven days every May. The festival planner is the liaison between the board of directors, volunteers, presenters, and clients. The successful candidate will receive training with the outgoing festival planner and assist with the 2020 festival before beginning to plan the 2021 festival.

Please apply by Friday Feb 14, 2020 to the HR Committee at wingsovertherockies@gmail.com. For more information on the Festival and the Planner position: www.wingsovertherockies.org