

**2023 FESTIVAL COORDINATOR JOB POSTING  
THE SHARING FARM SOCIETY, RICHMOND B.C.  
(CANADA SUMMER JOBS)**

We are looking for an enthusiastic, hard-working festival coordinator to help put on the Richmond Garlic Fest, a one-day celebration of sustainable agriculture, community and food security.

**Background**

The Sharing Farm is a unique community farm combining the practice of sustainable farming set within a framework of food justice and food security in the region. We are a not-for-profit organization that grows produce on donated city lands for the Richmond Food Bank and other community agencies. We also sell our produce via a CSA (community supported agriculture) program, a Farm Stand and an online store, farmers markets and our annual Richmond Garlic Fest. We practice sustainable agriculture techniques to foster healthy soils, biodiversity, and a thriving ecosystem.

The Sharing Farm is located on the south bank of the Fraser River, on the unceded territory of the Musqueam people. The four-acre farm is situated within Richmond's Terra Nova Rural Park, located at the west end of Westminster Highway, alongside the West Dyke, in Richmond BC. It is accessible by bus, skytrain, car, or bicycle.

For more information about the Sharing Farm please visit [www.sharingfarm.ca](http://www.sharingfarm.ca)

## **Richmond Garlic Fest**

The Richmond Garlic Fest has been produced by the Sharing Farm for twelve years. We therefore have a well established model for the festival. However, we are always looking for ways to improve and grow the event and welcome candidates who wish to contribute their own ideas to make this event special. Even small improvements can really help to make a good event great.

This year the festival takes place on **Aug 20th, 2023 10am-3pm.**

We expect to attract a crowd of 5000-6000 people.

Highlights for festival-goers include live birds-of-prey flying demonstrations, a celebrated children's area, a diverse farmer's market, food trucks with garlic specials, and live entertainment. The festival has a grass roots feel, and attracts a multicultural audience.

For more information on the festival see the webpage:

<https://www.sharingfarm.ca/garlicfest>

## **Duties and Responsibilities:**

This is a varied role which will require skills in communications, administration, and organization, as well as the ability to work well with a wide range of people who will volunteer to participate in this event's preparation and execution. The successful candidate will work closely with the Festival Producer to plan, prepare, undertake and execute the Richmond Garlic Festival. Duties include:

- Assist with finding and communicating with vendors, musicians, exhibitors, workshop leaders, etc
- Marketing for the festival including social media, newsletters, updating festival webpage, updating online events calendars.
- Coordinating festival volunteers including advertising for volunteers, assigning roles, volunteer orientation, preparing thank you gift bags.
- Creating handmade signage for the festival site including deciding what signage is needed.
- Assisting with creating the site plan for the festival
- Acquiring equipment and supplies for the festival including plates, cutlery, craft materials etc. Making sure these items are well-organised and ready for smooth implementation on the festival day.
- Post-event: clean up and organising, social media/newsletter reporting, putting together thank you gifts and gathering feedback from attendees/ volunteers / vendors

## **Qualifications:**

- Be self-motivated, outgoing, flexible, willing to take initiative, work well independently and in a team environment, have a positive attitude and a good sense of humour
- Strong communication skills. The candidate should be willing to communicate with a broad range of people via telephone, email or in person
- Willingness to work hard, keep calm under pressure and go above and beyond during the week prior to the festival (14th-20th Aug)
- Be well-organised and not leave things to the last minute. The festival is too large to make last minute corrections. All the details need to be worked out well in advance of the day.
- Strong work ethic and interpersonal skills
- Proven ability in working effectively with co-workers and/ or volunteers
- Efficient, reliable, consistent, and punctual
- (desirable) Food Safe BC
- (desirable) Valid driver's license
- The ideal candidate will have a strong interest in sustainable farming and/ or food security and a strong enthusiasm for coordinating festivals. This position can be challenging but it is also rewarding and fun. The festival attracts many passionate volunteers and contributors and we are looking for a candidate who will share this passion and enjoy the journey!

## **ELIGIBILITY REQUIREMENTS (MANDATORY)**

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Compensation and Work Hours**

Wage: **\$19-\$22 per hour**, depending on experience and/or skills.

**Hours: averaging 35 hours/ week.**

The week leading up to and including the festival (14th-20th August) will likely be a 60 hour week. It is essential that you can work these dates. Time off in lieu will be arranged before and after the festival week to compensate for extra hours worked during the festival week.

**Contract Length: 8-16 weeks**, (depending on Canada Summer Jobs grant funding.)

**Applicants are encouraged to apply as soon as possible, as we will begin interviewing in early March.**

In your application, please confirm that you meet the 3 eligibility requirements, listed above.

Application deadline: March 19, 2023.

Please submit resume and a cover letter to: [admin@sharingfarm.ca](mailto:admin@sharingfarm.ca)