



Event Coordinator – Gloucester Chill Out Festival 2019

Gloucester Business Chamber is looking for a dynamic, versatile and experienced Event Coordinator for our 2019 Chill Out Festival - 27th & 28th July.

The Coordinator will be responsible for the overall organisation and implementation of this annual event which, for the first time, has extended to a two day event this year. The position focuses on administrative duties, volunteer management, event sponsor correspondence, stallholder interactions and general event coordination.

Reporting Relationship

The Coordinator will have the assistance and direction from a Committee of local Chamber Members and will commit to monthly meetings with the Committee on a day/time suitable to everyone. These meetings may occur on a more regular basis prior to the event.

Primary Duties & Responsibilities

- ✓ Oversee event set-up of all festival events
- ✓ Complete event applications, risk assessment plan and create event program
- ✓ Coordinate stallholders and entertainment
- ✓ Budgeting
- ✓ Coordinate advertising schedule with all local media outlets
- ✓ Monitor and update Festival FB page and email account
- ✓ Liaise with all parties including Council, sponsors, local emergency services, tourism bodies, graphic designer, suppliers, local government bodies etc
- ✓ Event follow-up (sponsor and stallholder acknowledgement and thank-you's)
- ✓ Provide a detailed post-event briefing to the Committee and accompanying document within a specified timeframe from the date of the event

Qualifications

- Ability to work a flexible schedule including evenings and weekends, specifically immediately prior to the event and for the duration of the event
- Excellent communication skills (oral and written)
- Event management experience
- Extremely organised and self-motivated
- Possess a current drivers licence
- Ability to work as part of a team and ability to work in high stress situations
- Ability to perform some lifting if required
- Possess a good sense of humour and high energy!

If you are the Event Coordinator super star we are looking for, please email your resume to gloucesterchamber@hotmail.com by 15.02.19