

## Job Description: Special Events Coordinator

### Event Coordinator:

- Work with Montague Summer Days committee to organize major summer festival
  - Help acquire sponsors for the event, and maintain a positive relationship with these sponsors
  - Work with media to promote event
  - Create brochure for the weekend event
  - Coordinate with PEI ANC to deliver DiverseCity
  - Manage staff and volunteers throughout the weekend
  - Troubleshoot any issues that arise to minimize potential impact
- Complete funding applications for provincial and federal programs
- Promote the Town and events through social media and website
- Organize and carry out Canada Day Festivities
- Organize and carry out Mussels and Mariners Festival in August- help manage staff and volunteers and troubleshoot issues.
- Organize and coordinate summer movie series at the Waterfront/Riverhouse
- Organize and coordinate weekend entertainment at the Waterfront
- Work with Waterfront for staffing and issues for all events.

Other duties as assigned by the CAO.