



**Job Title: Décor Manager**

**Reports To: Festival Director**

**Job Category: Team Leader**

**Job Overview:** The Décor Manager is an integral role to ensure that volunteers have executed the vision and overall appearance at the Pride Winnipeg Forks Festival. In this role you are responsible to oversee a team of approximately 5 volunteers and ensure all decorating is completed prior to opening of Festival Site.

### **Responsibilities and Duties:**

- Manage 5+ volunteers
- Oversee all the decorations at the Pride Winnipeg Forks Festival including the Beer & Beverage Area, Kid Zone, Sponsor's Lounge, and Pride Mart
- Implement the décor plans and help to achieve the overall vision provided by the Festival Director
- Maintain the décor throughout the Festival weekend

### **Qualifications:**

- Decorating experience required
- Previous management experience required
- Ability to remain calm and manage others in a fast paced environment
- Ability to work as, and lead, a team

### **Position Time Expectations: Mandatory**

- Attend 1-2 scheduled Festival Operations Meetings
- Attend Volunteer Orientation
- **Available early mornings Friday – Monday on Pride Closing Weekend**
- **Optional:** to attend Pride Winnipeg regularly scheduled meetings

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