



**Job Title: Sponsor Manager**

**Reports To: Festival Director**

**Job Category: Team Leader**

**Job Overview:** The Sponsor Manager will be responsible for the Sponsor's Lounge that will be located at The Inn at the Forks and ensuring that they have everything they need.

### **Responsibilities and Duties:**

- Learn the Sponsor's names, companies and their contributions to the Pride Festival
- Manage the needs of the Sponsors
- To learn about Pride Winnipeg so that you can confidently discuss/explain our history
- Ensuring the Lounge space is maintained throughout the event
- Ensure only authorized persons use the Sponsor's lounge
- Maintain liquor supplies and food items in Lounge
- Assist in set up of Sponsors Lounge

### **Qualifications:**

- Previous management experience required
- Ability to remain calm and manage others in a fast paced environment
- Ability to work as, and lead team
- Personable, with the ability to carry on conversations on a variety of subjects

### **Position Expectations: Mandatory**

- Attend 2-3 scheduled Festival Operations Meetings
- Attend Volunteer Orientation
- **Attend Friday – Monday on site during Pride Festival Closing Weekend**
- **Optional:** attend Pride Winnipeg regularly scheduled meetings

