



Pride Winnipeg Festival

Volunteer Title:	Forks Festival Director	Position Class:	Director (Board Member)
Division:	Programming	Department	Forks Festival
Reports To:	Programming	Term:	3 Years

Volunteer Job Description

Purpose:

The Forks Festival Director is responsible for the planning, execution and operations of the Pride Festival at The Forks.

Duties:

- Ensuring the Forks Festival is safe and secure for all participants, this includes regular risk assessments on the event,
- Maintaining and updating the concession application and ensuring all concession that have been approved have paid and that their payment has been given to the Vice-President, Finance,
- Being the primary contact on behalf of organization to The Forks,
- Determining supplies needed for the Forks Festival and following proper contract management and procurement procedures and policies,
- Selecting the entertainment for the Forks Festival,
- In tandem with the Vice-President, Programming, secure all necessary permits and licenses for the Forks Festival,
- Coordinating with the Manitoba LGBT* Chamber of Commerce's on the Forks Festival PrideMART,
- In tandem with the Vice-President, Finance, select a price for concession fees and sales schedule,
- Maintaining the cleanliness of the site and reducing the impact of the event on the environment,
- Approving the menu for the Beer and Beverage area, and in tandem with the Vice-President, Finance, select prices for beverage menu, and,
- Adding, amending, and deleting all content at the Forks Festival.

Skills/Qualifications:

- Friendly, Dynamic, and Outgoing Demeanor and Professional Presentation, Excellent Organizational and Communication Skills, Ability to Multi-Task, Proven Event Management Skills, Ability to Work Well with Others, Must Have Flexible Hours, Experience in Hospitality an Asset, Experience with Budget Management an Asset, Food Handlers Training an Asset, First Aid Certification an Asset, Intermediate Knowledge with Computer Office Software an Asset, Having a Valid License and Vehicle an Asset.