Position: Festivals Kelowna Project Coordinator

Background:
Festivals Kelowna is a not-for-profit organization that produces free, arts-based, outdoor programs and events with a goal to animate and energize parks and public spaces. Our core event programs include "Celebrate Canada Day – Kelowna", "Parks Alive!", "Arts on the Avenue", "Pianos in Parks", and "New York New Years". We also participate in and support other impactful, community events such the BC Summer Games, and the Memorial Cup.

We place great value on collaboration within our community and actively seek partnership opportunities that will both enhance our own programming, but also lead to quality festivals and events resulting in increased enjoyment, attendance, and participation by residents of and visitors to Kelowna. We have a strong working partnership with the City of Kelowna, our major funder and a key supporter of community-focused, accessible, cultural events.

Major Responsibilities:
As the Project Coordinator with Festivals Kelowna, this position is suited for a creative, capable multi-tasker interested in the development and execution of community-focused, arts-based events. You prefer the flexibility of having a variety of tasks daily, comfortable working to deadlines, are handy with a screwdriver and paintbrush, digitally savvy, resourceful and not afraid of asking people to participate, love finding solutions to interesting challenges, and enjoy networking to build new relationships. As a member of our small but mighty team, your primary role will be to continue development and delivery of 2 established events:

1. "Arts on the Avenue"- An annual, single-day visual arts festival
2. "Pianos in Parks"- An annual, public program featuring 7 artfully decorated placed around the community

Working alongside our Program Coordinator, you will also provide support for "Celebrate Canada Day-Kelowna" and "New York New Years".

Based on the needs of our organization, the tasks and duties of this position will evolve and vary depending on the time of year.

Duties and Key Tasks:
In this position, you will play an important role with many of our events. In some cases you will be the lead staff person, while in others you will play a support role. Specifically, you will:

- Manage all aspects of "Arts on the Avenue" including:
    - manage project budget to achieve revenue goals and contain expenses within defined parameters
    - identify and secure artisan participants; manage artisan selection process
    - develop festival content (i.e. live performances, public art activities, partner displays)
    - develop marketing strategies and work with E.D. to execute plan
    - develop and execute event delivery plan (i.e. coordinate suppliers such as sound and waste management)
    - connect with community groups and individuals to develop collaboration opportunities
    - Prepare detailed post-event reports, including participant evaluation, budget analysis, and recommendations for future events)
    - Provide E.D. with event information for media releases and event listings in a timely manner according to established timelines

- Manage all aspects of "Pianos in Parks" including:
    - Identify and secure approvals for piano placement locations
    - Work with our piano partner, Okanagan Piano Services, to procure pianos and coordiante delivery to locations
    - Confirm artists for piano decoration

("Duties and Key Tasks" cont.)

- Support fellow staff with "Celebrate Canada Day-Kelowna" including:
    - work with Festivals Kelowna Program Coordinator to identify and secure participants for various "Celebrate Canada Day-Kelowna activity areas (i.e. Kid's Zone, Artisans, etc.)
    - stage manage and M.C. an event stage on July 1st
    - provide general event support as requested

- Work alongside Festivals Kelowna staff and assist with all aspects of "New York New Year's" event planning and delivery including program design, partner development, and marketing

- Prepare monthly and annual summary reports for assigned projects

- Assist with other duties as required

Skills:

- Experience with event planning and co-ordination, or have transferable skills to match (volunteer is acceptable)
- Familiarity with Kelowna arts community or comfortable building relationships with artists
- Super organized, detail-oriented, and flexible regarding tasks assigned
- Superior oral and written communication and public relations skills (i.e. speaking with public)
- Able to prioritize tasks and follow through to completion
- Calm under pressure; demonstrates leadership skills
- Healthy; able to lift and carry various event equipment
- Able to work flexible hours during key event months of May to August (i.e. evenings and weekends)
- Must be a proficient computer user, specifically Microsoft Office based programs.

Personality Strengths:

- A warm, friendly, mature personality who understands diplomacy in all situations
- A creative, responsible self-starter and a motivated, independent worker
- A great sense of humour and an ability to make lemonade when life gives you lemons…

Job Relationships and General Accountability:

- The FK Project Coordinator will report on a daily basis to the Festivals Kelowna Executive Director
- The FK Project Coordinator work schedule will be set by the Executive Director in consultation with the Project Coordinator

Compensation:

This is a part-time, year-round position at a minimum of 20 hours a week 8 months of the year, and full-time 35 hours a week from May to August. During peak event times and in the weeks immediately preceding "Arts on the Avenue", additional hours may be required. The nature of this position may require occasional overtime including weekend and evening hours, especially during our busy event months from June to August.

A starting hourly wage of $21.00/hr. will be paid in addition to the following benefits:

- A flexible "lieu time" policy
- Employer contribution of statutory benefits (i.e. C.P.P. and E.I.) including Vacation pay of 6%
- Professional development opportunities

To apply send your resume and cover letter to:

Renata Mills
Executive Director
Festivals Kelowna
RMills@FestivalsKelowna.com

Deadline: Friday, January 16th, 2026