

EMPLOYMENT OPPORTUNITY FOR FRESH FEST 2021 ORGANIZING COMMITTEE

The ULSU is looking for passionate and creative individuals to be part of a Fresh Fest Organizing Committee to plan programming to welcome back students in the fall! Following the public health guidelines set out by the Alberta government and ensuring the safety of our attendees is of the utmost importance. In whatever form that Fresh Fest activities will look like, *whether in-person or alternative programming*, we want to foster those meaningful connections and make students feel like a part of the University of Lethbridge community.

Hourly expectations will fluctuate throughout the summer as need as the majority of June and July will be weekly or bi-weekly meetings. More hours are to be expected come August, along with working roughly 40-60 hours during New Student Orientation and Fresh Fest (September 9th – 12th). Additionally, there will be hours afterwards for takedown and the Volunteer Recognition Dinner. It is expected that the candidate is back in Lethbridge by September 8th so that they can assist with New Student Move-Ins, orientations, and Fresh Fest activities.

THE ULSU IS LOOKING TO FILL THE FOLLOWING POSITIONS:

- Production Manager
- Jam Coordinator
- Volunteer Coordinator
- 2x Assistant Coordinators
- Videographer/Photographer

Production Manager

This position will be responsible for successful execution of Fresh Fest activities through responsibilities including event planning, working closely with artists, coordination and overseeing of set-up/take-down, logistical duties, marketing, decorating, food and drink, etc. The ideal candidate will have prior experience with event planning, especially large-scale events, and have strong organizational skills. Additionally, the candidate must work well under pressure, be able to come up with creative solutions, and possess strong problem-solving skills. This role will be heavily tied to production and logistical planning of the Fresh Fest Jamboree and will work closely with the Jam Coordinator, the Marketing and Media Coordinator, as well as the Head Coordinator (VP Student Affairs).

The compensation for this position is a \$5000.00 honorarium.

Jam Coordinator

This position will be responsible for planning and organizing the Fresh Fest Music Jamboree. Responsibilities will include planning, overseeing set-up/take-down, logistical duties, decorating, etc. This position will also be working closely with artists as well as the Fresh Fest

Head Coordinator as well as the Production Coordinator. The ideal candidate will have prior experience with event planning and have strong organizational skills.

The compensation for this position is a \$1,250.00 honorarium.

Volunteer Coordinator

This position will be responsible for finding, organizing, and managing Fresh Fest volunteers. This coordinator will be expected to communicate with 75-125 potential volunteers over the summer and during Fresh Fest. The Volunteer Coordinator will be working very closely with all members of the Organizing Committee due to the overall importance of volunteers for the events. The Volunteer Coordinator will be the liaison between the Head Coordinator (VP Student Affairs) and the volunteers, and will be responsible for ensuring that volunteers are trained and properly staffed for all Fresh Fest events. The ideal candidate will have strong organizational and interpersonal skills, with the ability to effectively delegate tasks, and problem solve as issues arise.

The compensation for this position is a \$1,250.00 honorarium.

Assistant Coordinator

This position will be responsible for sitting on and assisting the Fresh Fest organizing committee with event planning, communicating and overseeing volunteers, as well as assisting with various tasks needed for effective and successful execution of Fresh Fest activities. The ideal candidate will possess strong organizational and interpersonal skills, including the ability to take their own initiative and work effectively in a team.

There are two open positions for Assistant Coordinator. The compensation for this position is a \$1000.00 honorarium.

Videographer/Photographer

This position will oversee videography and photography of Fresh Fest events and activities, with a large portion of the position taking place during the Fresh Fest Music Jamboree. Responsibilities will include photography for the event(s), capture of footage during event for post-event promotional footage, as well as creation of pre-event promotional video using footage from past years' events. This position will also include supplementary correspondence with the organizing committee leading up to the event.

The compensation for this position is a \$1,750.00 honorarium.

Application Process and Deadline

Interested candidates should submit their resume and cover letter to Amy Mendenhall through email at su.studentaffairs@uleth.ca. The deadline for applications is **May 23rd, 2021 at 4:00 PM (MDT)**.