

Project Coordinator Job Description - "Yunta" A Latinx America Festival

We are looking for a Project Coordinator who will be responsible for the logistics and smooth development of our project "**Yunta" A Latinx America Festival**. You will be working alongside the Artistic Director and the Project Manager. Our ideal candidate must be well-organized, have excellent communication skills and be very attentive to details.

About Us

"Yunta " is the first Latinx American Festival in Saskatchewan that wants to commemorate the Latin American Heritage month in October by celebrating with our community. The organizer of this festival is **Ay, Caramba Theatre Company** led by Yulissa Campos, Artistic Director and Celeste Nunez, Public Relations & Project Manager.

The Yunta Festival is one of its kind in the province of Saskatchewan! This project is made possible with funding support from SaskCulture Inc and the Sponsoring Organization **Truly Alive Youth and Family Foundation Inc** (TAYFFI), a Saskatoon-based registered charity that provides support services for youth and families especially members of vulnerable populations and ethnic/visible minority groups in order that they become engaged and contributing members of their respective communities.

About You

We are looking for someone that:

- Has experience in event planning.
- Possess excellent management skills and problem-solving abilities.
- Communicates assertively and has negotiation skills.
- Is comfortable multi-tasking and is well-organized.
- Is passionate about intercultural events and has great energy.
- Likes working independently and with low supervision.
- Valid driver's license and/or personal vehicle is an asset but not required.

Roles and Responsibilities:

- Assisting in the Fringe Artisan booth fundraiser (July 29 - August 9)
- Booking venues and scheduling artists for live performances in October 2021.
- Negotiate with vendors to achieve the most favorable terms
- Recruiting managing and scheduling volunteers.
- Manage all event operations (preparing venue, invitations, decorations etc.)
- Do final checks at the day of the event (e.g., tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems. (Live performances occur during the month of October)
- Evaluate event's success and submit a report.
- Assisting with administrative tasks as needed.

Details

- \$18/ hour for a maximum of 200 hours throughout the project cycle (you will be responsible to manage your own time).
- This is a **term contract position** running from July 1st and ending on November 15th.
- Remote and in-person work arrangement.
- MUST reside in Saskatoon, particularly during the period of July 28th - August 10th 2021, and September 30th to October 26th 2021.
- Have access to personal vehicle

How To Apply: Resume and cover letter to be sent to the attention of Yulissa Campos (Artistic Director Ay, Caramba! Theatre) at info@trulyalivefoundation.org by **Monday, June 21, 2021**.

NOTE: Only applicants shortlisted for interviews will be contacted.