

**Job Posting: Garden & Art Tour Coordinator**

The Revelstoke Local Food Initiative Society (LFI) is seeking qualified applicants to coordinate and host the Garden & Art Tour in Revelstoke, B.C.

**This contract will run from April 1 - September 1, 2019.**

Duties include:

* Host a one-day fundraising event to showcase 12 local gardens and artists in July 2019.
* Recruit gardeners, artists, and volunteers.
* Coordinate all aspects of the event including participant recruitment, working group activities, marketing of event, ticket sales, hosting, and photography.
* Lead a working group of volunteers to assist with event coordination.
* Coordinate a sneak-peak event (evening prior to event) for tour participants so that they can see the rest of the locations and art.
* Document the program through photographs and digital documents on the LFI file-sharing platforms.
* Conduct all administrative tasks associated with the project, including careful management of project budget.
* Aim to raise $1000 profit for LFI programs.
* Provide monthly updates to the LFI Coordinator on event activities.
* Prepare a report by September 1, 2019.

**The successful candidate will be rewarded $1250 (50 hours @ $25/hour) with a materials budget of $250\*\*.**

Desired skills and attributes for this position:

* Ability to engage volunteers and participants to run a successful event.
* Previous event management experience is an asset.
* Strong arts interest, background, and/or connections
* Strong interpersonal and leadership skills
* Strong written and verbal communication skills
* Highly organized, ability to prioritize, work efficiently, and manage budgets
* Proficient use of email, word processing, and spreadsheets
* Experience and knowledge of sustainable living practices, including an understanding of the issues of food security and the value of locally produced food as it relates to health, climate change, etc.

Please provide a cover letter and resume stating your contact information and relevant experience in relation to this project. Please submit your letter no later than March 1st, 2019**.** *\*Preference will be given to LFI members.*

## Email your application to info@revelstokelocalfood.com.

## Requests for further information can also be sent to this email address.

\*\*Remuneration is dependant on available funding.