

Job Title: Exhibition Coordinator

Location: Souris, PE

Employer: Eastern King's Exhibition

Salary: To be determined pending funding approval.

Job Type: 37.5 hours/week until September 20, 2019.

Job Description and Duties:

On behalf of the 180th Eastern Kings Exhibition, we would like to hire a person to help coordinate this year's event to be held September 13 – 15, 2019. It is our hope to start this person as soon as funding is approved and wrap up September 20th, allowing time for reports, claims, thank you letters, etc.

We would expect the employee to be efficient and knowledgeable with computers, printers, etc. Be able to communicate well with people in person, by email and by phone.

Minimum of High School for Education and some Postsecondary education would be an asset.

Other duties required but not limited to:

- Setting up an office space (they already have necessary equipment)
 - Booking venue/location for exhibition
 - Organize meetings for volunteers
 - Preparing a schedule of events along with an experienced group of volunteers
 - Recruit and collaborate with volunteers, judges, vendors and participants.
- Contact local businesses for sponsorship and will also carry out marketing and promotional strategies through mail outs, brochures, social and print media, etc.

Start Date: Pending funding approval

How to Apply: Drop off your resume at Souris Town Hall or email:
ekexhibition@gmail.com

Advertised until: ?

For more information: Email: ekexhibition@gmail.com