

April 7th, 2025



### **Job Posting: Coordinator/Community Outreach (Part-Time Contract)**

The Carving on the Edge Festival Society is seeking a dedicated and community-oriented individual to join our team as a **Coordinator/Community Outreach**. This part-time contract position plays a key role coordinating events along with fostering relationships, supporting community engagement, and helping to grow the reach and impact of our annual festival and year-round programming. The ideal candidate will have strong organizational skills, a collaborative spirit, and a commitment to amplifying Indigenous voices and cultural practices.

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#### **Position Overview:**

- **Contract Fee:** \$28/hr
- **Hours:** Approximately 8 to 16 hours per week, plus 40 hours during Spring festival.
- **Contract Duration:** 6 months (28 weeks), starting March 31st to Oct 12, 2025, with potential to extend depending on funding availability
- **Location:** Remote with occasional in-person meetings/events in Tofino, BC and surrounding Indigenous communities.

This role will work closely with the Festival's Indigenous Creative Committee, Administrator/Program Coordinator, and the Board of Directors to build and maintain meaningful, ongoing relationships with Indigenous communities and organizations, including the Tla-o-qui-aht First Nation and other coastal communities. The position is integral to ensuring the festival and related programs reflect and support Indigenous cultural values, practices, and priorities.

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#### **Key Responsibilities**

##### **Project Coordination**

- Support the Indigenous Creative Committee in developing project vision, timeline, budget, and evaluation plan in collaboration with COTEF team, community partners and artists.
- Lead relationship with contractors or artists involved in projects.
- Discuss and agree on fees with contractors or artists, following the current Artist Fee Schedule, as well as travel support and/or supplies requirements.

- Organize project/program logistics including booking venues, artist accommodations, ordering supplies, etc.
- Ensure liability waiver forms are signed and collected when relevant.
- Implement an evaluation plan that may include participant counts, participant feedback surveys, participant interviews, etc.
- Strive to implement projects/programs within the proposed timeline and communicate proactively when adjustments are needed.
- Provide evaluative data and any other necessary information as required for grant report(s)

### **Community Outreach and Relationship-Building**

- Act as the primary liaison between the Festival and Indigenous communities, fostering ongoing relationships with artists and community members.
- Collaborate with the Indigenous Creative Committee to assess areas of the festival and programs requiring community outreach and coordination.
- Develop and implement community outreach plans for year-round programs and the annual festival, ensuring alignment with organizational goals and cultural protocols.
- Lead outreach efforts to artists, Elders, and other cultural contributors to invite participation in workshops, demonstrations, and other festival activities.

### **Volunteer Coordination and Community Engagement**

- Collaborate with team members to develop and execute plans for volunteer recruitment, training, and scheduling.
- Provide on-site support to volunteers during festival events, ensuring their experience is positive, that expectations are clearly communicated, and that they feel appreciated and recognized.
- Ensure follow-up and evaluation of volunteer programs with volunteers, staff, and board members, identifying areas for continuous improvement.

### **Communications and Content Creation**

- Contribute to community-facing communications, including social media, e-newsletters, website updates and promotional materials.
- Provide communications materials in a timely manner to be distributed through communications channels.
- Collaborate with team members to ensure all programming and materials reflect Indigenous cultural values, including incorporating Nuuchahnulth language into signage and materials whenever possible.
- Support the Indigenous Creative Committee in crafting culturally relevant art labels, descriptions, and educational materials for events and exhibits.

## Budget and Reporting

- Work within the coordination/community outreach budget to ensure financial accountability, in alignment with the Society's financial procedures.
  - Participate in team meetings, contributing to strategic planning and organizational evaluation processes.
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## Required Skills and Experience

We are seeking an Indigenous candidate from within the community who is passionate about arts and culture, even if they do not yet have direct experience in all areas of the role. Training and mentorship will be provided to the right candidate who demonstrates a commitment to learning and a desire to contribute to the Carving on the Edge Festival's vision.

- Familiarity with Indigenous communities, particularly of the Nuu-chah-nulth First Nations.
  - An understanding of cultural protocols and the importance of respectful relationship-building.
  - Excellent organizational and time management skills, or a willingness to develop these skills through training.
  - Strong written and verbal communication skills and an ability, or eagerness to learn, how to manage digital platforms (social media, website updates, email newsletters).
  - Experience in community outreach, program coordination, or volunteer management is an asset but not required.
  - Ability to work independently and collaboratively within a small, dynamic team.
  - Familiarity with the Carving on the Edge Festival's mission and programming is an asset but can be developed on the job.
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## Benefits of the Role

This position is an exciting opportunity to:

- Grow your career in the arts and cultural sector through hands-on experience and mentorship.
  - Make a meaningful impact by supporting the preservation and celebration of Indigenous cultural traditions.
  - Bring your own ideas to life in collaboration with a passionate and supportive team.
  - Enjoy flexible work hours that accommodate your personal and community commitments.
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### To Apply

Please submit your resume and a brief cover letter outlining your interest in the position and your relevant experience to [mishele@carvingedgefestival.com](mailto:mishele@carvingedgefestival.com). The position is to be filled asap.

The Carving on the Edge Festival Society is committed to fostering an inclusive environment that prioritizes cultural integrity and equity. We strongly encourage applications from Indigenous individuals and are dedicated to supporting their professional growth through mentorship and training.