



**Job Title:** Festival Assistant (Contractor)

**Organization:** Pacific Rim Whale Festival

**Location:** Remote and In-Person (Tofino, Ucluelet)

**Position Type:** Part-Time, Seasonal Contract (February through March)

**Hours:** 20-40 hours per week

**Compensation:** \$20/hour

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## Job Overview

The Pacific Rim Whale Festival seeks an independent contractor to fulfill the role of Festival Assistant for the 2025 festival scheduled for March 15-22, 2025. This position involves supporting the Festival Coordinator and the Board of Directors in achieving key festival deliverables. The contractor will bring expertise in event coordination, volunteer management, and on-site operations to ensure a successful festival.

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## Responsibilities

- **Logistics & Coordination:** Assist with the planning and execution of the festival, including coordinating vendors, performers, and logistics.
- **Vendor/Performer Liaison:** Serve as the primary contact for vendors and performers to ensure seamless communication and logistics management.
- **Customer Service:** Provide on-site assistance to festival attendees by answering questions, giving directions, and resolving any issues.
- **Setup/Tear Down:** Help with the setup and breakdown of festival equipment, signage, and staging.
- **Marketing Support:** Collaborate with the marketing team to promote the festival through social media and digital platforms.
- **Volunteer Coordination:** Assist with recruiting, scheduling, and managing volunteers to ensure proper coverage for festival operations.
- **Ticketing Support:** Help with ticket scanning and ensuring smooth entry for festival attendees.
- **Administrative Support:** Take the lead on various administrative tasks, such as responding to emails, organizing data, and maintaining schedules.

- **On-Site Management:** Oversee festival zones or specific activities to ensure smooth operations during peak times.
  - **Post-Festival Reporting:** Assist with data entry and reporting on festival outcomes and areas for improvement.
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## Requirements

- Must be available in person from March 10-23, 2025, for full-time hours.
- Must attend monthly board meetings leading up to the festival. (in-person or digitally)
- Must meet frequently with the Festival Coordinator (in-person or digitally)
- Must currently reside on the West Coast

## Skills & Abilities

- Excellent interpersonal skills with the ability to work in a team-oriented environment.
- Strong organizational skills with the ability to prioritize tasks and manage multiple responsibilities.
- Availability to work flexible hours, including evenings and weekends during the festival period.
- Proficient in Microsoft Office and other digital tools (spreadsheets, database management).
- Strong written and verbal communication skills.
- Ability to remain calm under pressure and manage unexpected situations effectively.
- Physically fit and able to lift heavy objects and stand for extended periods.

## Additional Requirements:

- Valid driver's license and access to a vehicle for festival-related errands.
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## To Apply

Submit your application and resume to Sarah Watt, Festival Coordinator, by email at [info@pacificrimwhalefestival.com](mailto:info@pacificrimwhalefestival.com).

Please submit your application by **Friday, January 10, 2025**.

Pacific Rim Whale Festival appreciates all applications, but only those selected for an interview will be contacted.