



## JOB POSTING

### VOLUNTEER & SAFETY COORDINATOR

**Application Deadline:** May 10, 2024

**Location:** 802 3rd Ave, Dawson City, Yukon

**Start Date:** ASAP

**Term length and hours:** 13 weeks - 20-30 hours/week\*

**Compensation:** \$22.00/hour - total contract \$7,410

**Reports to:** Executive Director

*\*Weekly hours will vary over the course of the contract. Some evening and weekend work will be required. A greater number of hours will be required in the lead up to and during the Dawson City Music Festival - July 19-21.*

#### THE OPPORTUNITY -

Dawson City Music Festival is seeking a **Volunteer & Safety Coordinator** for our upcoming summer season. This is your opportunity to work for one of Canada's most beloved music festivals and to learn what it takes to present world-class musicians in one of the world's most remote and unique festival environments.

Working in a highly collaborative environment, the Safety & Volunteer Coordinator is responsible for managing teams of volunteers during the Festival (July 19-21); guiding, administering and overseeing the festival's Safety Plan; and contributing to providing a safe and welcoming space for all attendees, artists, and participants.

#### ABOUT DCMF -

The first Dawson City Music Festival took place in 1979. It was an intimate, two-day affair among friends, comprising a jam session on a West Dawson farm and a dance at Diamond Tooth Gertie's. Quickly realizing that the Festival was too good a secret to keep, an enterprising band of local volunteers incorporated the Dawson City Music Festival Association in 1980.

Since then, "Canada's tiny, perfect Festival" has developed a reputation as one of the nation's premiere musical events, but its strengths have remained the same: unparalleled intimacy, grassroots spirit, fabulous Klondike hospitality, and the best concerts North of 60!



## POSITION DETAILS -

### ELIGIBILITY CRITERIA

-All applicants must be legally allowed to work in Canada;

-Applicants must:

- be under 25 and have been a Yukon resident since March 2023

#### **OR**

- have been a full-time student at a secondary or post-secondary school for at least one semester during the current academic year.

### DUTIES AND RESPONSIBILITIES

#### VOLUNTEER COORDINATION

- Work closely with DCMF staff and committee heads to determine volunteer needs
- Use the volunteer database, website, social media, and traditional methods such as posterage and community outreach to recruit and organize and schedule volunteers
- Provide volunteer orientation as needed and communicate frequently with volunteers to ensure they are satisfied and supported
- Organize and supervise the volunteer check-in/muster station
- Revise internal and external volunteer communications, application forms, agreements, and website content for the 2022 music festival
- Plan and produce a volunteer appreciation party

#### SAFETY COORDINATION

- Help create and implement a comprehensive Safety Plan for the 2024 festival, including an Emergency Preparedness Plan
- Monitor territorial updates for changes to public health measures; notify staff of any changes in safety recommendations and protocols
- Establish a plan to disseminate relevant information and policies to patrons, contractors, artists and volunteers in the lead up and during the festival, including online and at festival venues
- Collect venue accessibility information
- Work with community partners to organize harm reduction and consent education materials
- Work closely with the Executive Director to ensure performers safety and access needs are met where appropriate and possible



#### OTHER

- Develop a work plan and project tracking documents, populate reports, generate templates, and manage the Safety & Volunteer Coordinator Google Drive
- Coordinate, distribute, collect and analyze pre-and post-festival surveys and compile data
- Other administrative and production duties, as assigned

#### EXPERIENCE, SKILLS AND ABILITIES-

##### THE SUCCESSFUL CANDIDATES WILL

- Be passionate about music and the arts
- Have knowledge, experience, or demonstrated interest in arts and culture, community organizing, coordinating people, logistics, health and safety, and other related areas (paid or unpaid experience is equally valued)
- Have knowledge of volunteer work in the context of cultural and non-profit organizations
- Have experience working in Google Suite (Gmail, Docs, Sheets, Forms and Calendar), Zoom, Microsoft Office Suite, and other standard office applications
- Have strong administration, analytical, planning, and organizational skills
- Be able to maintain strict confidentiality, professionalism, and diplomacy
- Be quick-thinking and be a calm and resourceful problem solver
- Be able to work with a broad demographic of people and be highly diplomatic with strong inter-cultural competency
- Have strong verbal and written communication skills (including excellent phone and email etiquette)
- Be detail-oriented, highly organised and self-motivated with excellent time management skills
- Be able to follow direction and work plans, take initiative, and work with confidence, independence, and urgency
- Have excellent time management skills - comfortable working to multiple deadlines in a fast-paced environment
- Have capacity to inspire and motivate others with strong team-building skills

##### ADDITIONAL ASSETS

- Valid driver's license
- Ability to lift up to 40lbs



- Familiarity with Wordpress and Canva
- Experience using social media platforms (Instagram, Facebook, Twitter)
- Knowledge and understanding of artistic and musical practices

**TO APPLY-**

Please send a resume, a one page cover, and two professional references to:

**Corbin Murdoch, Executive Director**  
**Re: Production Assistant Application**  
**Email: [info@dcmf.com](mailto:info@dcmf.com)**

We will continue to accept applications until the position is filled. We will start interviewing candidates no later than May 10, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.