



JUNIOR WORLD CUP OPENING CEREMONIES COORDINATOR

Mission

To coordinate Shuswap community members to proudly shine a light on their culture by conducting opening day ceremonies.

Who Are You?

You have a passion for creativity and planning that unites artists to create and display their talent, and performers to inspire and promote celebration.

What Will You Do

Reporting to the Education and Employment Coordinator, you will work closely with the Shuswap Indian Band community members and coordinate all ceremony administrative and logistics duties. The celebrations will be part of the FIS Alpine Junior World Ski Championships at Panorama Mountain Village from March 1-9, 2022.

Responsibilities

- Deliver and conduct opening day ceremonies with Shuswap Indian Band community members.
- Form a partnership with Ktunaxa Nation community members to collaborate and unite in celebrations.
- Coordinate all administrative and logistics duties for the ceremony (schedule, budget, logistics sheets, supplies and purchases, site reports, etc).
- Ensure a smooth communication flow with the events team at Panorama Mountain Village, ensuring all venue management, marketing, and day-of logistics are well understood, planned for, and executed.
- Coordinate and attend site visits and draft a clear report that outlines staging areas, prep areas, and technical requirements.
- Schedule and supervise opening ceremony rehearsals.
- Recruit all artists, performers, and volunteers for the opening ceremony.



- Work with artists and performers to plan displays and performances and coordinate the purchase of materials and supplies with the Shuswap Youth and Community Coordinator (e.g. supplies and materials needed for moccasins, drums, regalia, art, and craft displays).
- Work with the Youth Support Worker to coordinate design workshops and rehearsal prep.
- Provide children with the opportunity to learn dance with Indigenous dance instructors.
- Ensure effective day-to-day communication with external parties (suppliers, artists, vendors, etc.)

Qualifications

- Qualifications or working experience in event management or coordinating large-scale celebrations or ceremonies.
- 2- to 4-years in event management as a coordinator or project manager collaborating with various partners and suppliers.
- Experience working and collaborating with Indigenous community members and community partners.
- Proficient in all Microsoft Office applications.

Personal Attributes

- Highly collaborative and intentional when building partnerships.
- Impeccable attention to detail and high standards for quality.
- Outstanding verbal, written, and presentation skills. You are a clear, concise communicator.
- Highly organized. Solid time management and project management skills.
- An understanding of the history of First Nations in British Columbia, and an interest to learn more about the history, culture, practices, socioeconomic conditions, rights, and future vision of Indigenous peoples.

Schedule and Compensation

This is a contract opportunity starting as soon as possible ending March 16, 2022. You will work 20 hours a week. Availability to work Saturdays from 10 am-4 pm and some evenings as required. Hourly rate is \$25.00.

If interested, please apply to evolve.shift@gmail.com by end of day **October 28, 2021**. Only qualified candidates will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16 (1) of the Canadian Human Rights Act. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.