

(Part Time) Potato & Corn Festival Coordinator - The Town of North Branford is accepting applications from qualified individuals for the position of a part-time Potato & Corn Festival Coordinator. The year-round position requires up to 1,000 hours of work per year with varying hours per week depending on need with up to 40-hour workweeks as festival approaches. The Coordinator will work with the Parks & Recreation Department, Potato Festival Committee members, and other members of the public to support the production of the festival event, overseeing budget and finances; securing food, craft, and business vendors, sponsors, entertainment, and volunteers; record-keeping; and communicating with the committee, town, Recreation Department, volunteers, and others. Must have strong communication and organizational skills, ability to problem solve and prioritize, and experience with event planning, budgets, social media and marketing. Rate \$18-20 per hour DOQ. No benefits. Applications are available on the Town's website www.townofnorthbranfordct.com and at the Town Manager's Office, 909 Foxon Road, North Branford, CT 06471 during regular business hours. Please submit application and other materials in person or by mail (no faxes or emails) to the Town Manager's Office by **Friday, March 29, 2019 by 4:00 p.m.**

REVISED - Potato & Corn Festival Coordinator Job Description

Function – The primary responsibility of the festival is to ensure that the festival is successful and well-attended. Success will be measured by the meeting of specific goals in revenue, attendance and evaluation. A successful festival is contingent on a large number of variables and it is the responsibility of the Coordinator to manage these variables through organization, effective communication and problem solving, all while being a warm and congenial ambassador of the festival to the public. Reports directly to Recreation Director.

Duties – The Coordinator will work with the Parks & Recreation and Potato Festival Committee Members and other members of the public to support the production of an interesting and appealing festival program.

Administrative

- Record keeping, filing, database management
- Adherence to budget
- Communication with Recreation Department, committee members, vendors, entertainers and the public through use of phone, email, post and online media

Programmatic

- Recruit and plan for food & craft vendors, local businesses
- Scout, recruit and organize talented entertainers with broad appeal to Festival attendees.
- Plan and coordinate games & events, etc. during festival
- Recruit and plan for over 200 volunteers from the public

Marketing

- Market and advertise all aspects of the event by way of media, newspaper, fliers, posters & signage. Develop new creative marketing alternatives

Fundraising

- Must be equally creative in organizing fundraising for the festival
- Work with the director by overseeing all financial details
- Developing economic and budgetary strategies
- Schedule specific fundraising events
- Apply for grants
- Be available for one-on-one contact with potential contributors

Experience/Requirements

Ability to deal with the public in a professional & friendly manner and work as part of a team

Ability to pay attention to details, vision and organization

Ability to work with a budget

Strong ability to multi-task, think outside of the box and troubleshoot problems

Strong communication skills – verbal & written

Experience and/or willingness to fundraise & obtain sponsorships

Understands marketing and avenues for advertising the event

Ability to design flyers and posters

Update and keep website current

Designing, purchasing, selling inventory

Assist with special events as needed; such as Cross-Country race, Car Show, etc.

Experience in accounting of revenue and expenditures

Commit to all festival meetings – approximately 10-12-with no time limit to meetings

Commit to coordinate and run all the festival meetings prior to and following event

Commit to volunteer entire weekend of festival - prior to and after hours

Experience in Microsoft Publisher, Excel, Word, RecTrac software

Able to physically lift up to 25 lbs. of all different types of supplies

Prior Potato Festival committee member experience helpful

Commit to a pre-determined number of hours on a weekly basis as set by the director

In office hours schedule will be given two weeks prior

No scheduled time off 2 weeks prior to festival and week following event

Approval: _____

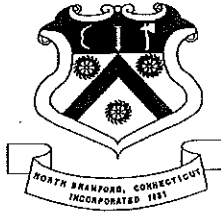
Date of Town Council Approval: June 6, 2017

Michael T. Paulhus, Town Manager

MAYOR
MICHAEL J. DOODY

DEPUTY MAYOR
ROSE MARIE ANGELONI

TOWN MANAGER
MICHAEL T. PAULHUS



COUNCIL MEMBERS
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MARIE E. DIAMOND
JOSEPH E. FAUGHNAN
GEORGE I. MILLER
ALFRED D. ROSE
ROBERT VIGLIONE
THOMAS ZAMPANO

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

APPLICATION FORM

INSTRUCTIONS FOR COMPLETION

Please complete all sections of this application. An incomplete application will not be considered. You may attach additional sheets for your responses. The selection process will involve a review of this application. The Town may require applicants to undergo a job-related testing procedure. Finalists will be invited to participate in a formal interview.

APPLICATION FOR THE POSITION OF:

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City, State Zip Code

TELEPHONE: _____
Home Cell Work

_____ Email address

PERSONAL DATA:

1. Are you over 18 years of age? Yes [] No []
2. Do you have the legal right to work in the United States? Yes [] No []
3. Have you ever served in the U.S. Armed Forces? Yes [] No []

(IF YES, YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR DD214, SHOWING DISCHARGE STATUS)

In compliance with Federal nondiscrimination laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability. In addition, the Town complies with applicable state and local laws governing nondiscrimination in employment.

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PERSONAL DATA (continued):

4. Social Security Number: _____
 (Your Social Security Number will be used should a criminal background check be required.)
5. Are you able to perform the essential functions listed in the job description without reasonable accommodation?
 Yes [] No []
- If no, what can be done to accommodate your limitation? _____
6. How did you learn of our organization: _____

EDUCATION

Name of School/Program	Graduated	Type of Degree	Coursework /Major
HIGH SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
GRADUATE SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
TECHNICAL SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER TRAINING OR PROFESSIONAL CERTIFICATIONS (Explain)			

Employment History:

Start with your current or most recent position and work backwards. Use additional sheets of paper if you need more space. **Resumes may be submitted but are not a substitute for the requested information.**

1. _____
 Name of Employer
- _____
 Job Title
- _____
 Duties and Responsibilities:
- _____
- _____
- _____
- Reason for Wanting to Leave: _____
- Name and Title of Immediate Supervisor: _____
- Telephone Number: _____

EMPLOYMENT HISTORY (continued):

2. _____
Name of Employer
_____ Employment Dates
_____ Final Salary
Job Title

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____
Name and Title of Immediate Supervisor: _____
Telephone Number: _____

3. _____
Name of Employer
_____ Employment Dates
_____ Final Salary
Job Title

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____
Name and Title of Immediate Supervisor: _____
Telephone Number: _____

4. _____
Name of Employer
_____ Employment Dates
_____ Final Salary
Job Title

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____
Name and Title of Immediate Supervisor: _____
Telephone Number: _____

May we contact your **present employer** regarding your employment record? Yes [] No []

May we contact your **past employer(s)** regarding your employment record? Yes [] No []

