Rock Aak’w Music Festival Project Manager

The Project Manager is responsible for managing the logistics and organizational details for the Rock Aak’w Music Festival, working closely with the project team to ensure the success of the festival and to help build it into a lasting community event.

Responsibilities include:

● Artists:
  o Work with the Artistic Director on selection of the artists for the festival. Set up the contracts and required paperwork for artists, handling travel, booking hotels, arranging ground support, essentially all the details for engaging the artists and supporting them while the festival is underway.
  o Help organize public and in-school workshops.

● Marketing:
  o Set up a schedule for marketing online, in print, and through other channels.
  o Work with artist to develop the posters and images needed.
  o Set up ticketing and promotions.
  o Create web/social media information to help share information about the project.
  o Put together the program/online program or other public platform for communicating about the festival.

● Organization:
  o Maintain meeting notes, files, set up planning meetings.
  o Arrange venues and/or virtual venues for the events.
  o Help develop collaborations with businesses to support the event.

● Finances:
  o Monitor the budget, expenditures, income in order to prepare reports necessary for grant reporting.
  o Pay bills, manage the cash.
  o Help with fundraising for the project.

● Reporting:
  o Arrange for photos, documentation, evaluations of the project.
  o Write the National Endowment for the Arts grant report at the conclusion of the project.

Successful applicant will have:

● Strong organizational skills.
● Good communications skills and ability to bring diverse people together.
● Love of music and the arts.
● Attention to details, ability to maintain files and records, and compile concise articulate reports.
● Ability to remain calm when things may be a little chaotic.

About the job:

● This is a part-time project-based position, which maybe contractual or salaried, running from August 2021 through December 2021. It is likely to be full time in the weeks leading up to and the week of the Festival, 11/5 & 6/2021.
● The pay is $10,000 for the project.
● Project runs from August to December 31, 2021.

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