

## Harvest Moon Local Food Festival Coordinator

### **DATES:**

Harvest Moon Local Food Festival is Sept. 16, 2023. The position will be contracted from Feb. 15 - Sept. 30, 2023.

### **RESPONSIBILITIES:**

#### OVERALL

- Serve as the point person for festival-related planning and communications
- Attend regular KLFC meetings to report progress and consult with core group
- Maintain great working relationships with our many festival partners
- Empower and help expand KLFC's core of dedicated volunteers
- Monitor and respond to a dedicated email account created for the festival

#### FUND-RAISING AND FINANCIAL MANAGEMENT

- Work with treasurer to create/track festival budget
- Update sponsorship request hand-out and contact list
- Outreach with KLFC volunteers to secure sponsors
- Track cash and in-kind contributions for post-festival thank-yous

#### ADVERTISING

- oversee festival advertising and promotion
- review/update festival advertising copy
- interface with KLFC's graphic designer on posters, print ads, etc.
- emails to sponsors/partners re: promoting the festival
- submit event info to online community calendars
- submit event info to print publications
- social media schedule and posting, coordinated with KLFC volunteers

#### FESTIVAL SCHEDULE

- Book on-stage and roaming performers
- Confirm emcees, sound system and Musician's Caretaker
- Coordinate with Farm Bureau re: pie contest
- Create on-line registration for pre-festival events
- Compile stage, special event and demonstration schedules for designer

#### VENDORS

- recruit vendors (Constant Contact email, PSAs, Facebook)
- decide "borderline" vendors in consultation with KLFC
- create vendor list by category for festival program
- design festival lay-out and traffic plan in consultation with KLFC
- create vendor packets, including festival feedback form
- manage site marking, vendor check-in and set-up

- collect vendor donations and feedback at close of festival

#### **VOLUNTEERS**

- track and coordinate volunteer commitments between group meetings
- recruit additional volunteers (for set-up, take-down, counters, Info/Demo tents, recycling)

#### **COMPENSATION**

\$6,500, plus bonuses (TBD) based on successful fundraising