



Position: Fiddlers Convention Coordinator

Location: Western North Carolina, USA

Type: Part-time, Temporary (Weekend Event)

Duration: March 2024 – August 2024

Compensation: \$15 per hour for up to 10 hours a week or up to 300 cumulative hours during the position period as needed to complete work.

About Us:

Ashe County Arts Council is dedicated to celebrating and preserving the rich tradition of mountain music in Western North Carolina. Our annual Fiddler's Convention brings together musicians, enthusiasts, and the community for a weekend of music, competitions, and cultural celebration.

Job Description:

We are seeking a passionate and detail-oriented Festival Coordinator to play a key role in the planning, promotion, execution, and evaluation of our Fiddler's Convention. This position is temporary, focusing on the weekend event and preparations leading up to it.

Responsibilities:

Event Planning:

- Collaborate with the staff and board to plan and coordinate all aspects of the Fiddler's Convention.
- Collaborate with the staff and board to secure necessary permits, venues, and equipment for the event.
- Coordinate logistics, including scheduling, signage, and volunteer assignments with volunteer coordinator.

Promotion:

- Assist in securing and expanding sponsorships.
- Assist with the marketing strategy to promote the Fiddler's Convention.
- Utilize social media, traditional media, and community partnerships to increase awareness.
- Distribute promotional materials, such as flyers and posters

Day-of Execution:



- Assist with the smooth execution of the Fiddler's Convention on the event weekend.
- Manage on-site logistics, troubleshoot issues, and ensure the schedule is adhered to.
- Coordinate with vendors, performers, and volunteers to ensure a positive experience for all attendees.

Evaluation and Innovation:

- Conduct post-event evaluations to assess the success of the convention.
- Gather feedback from participants, volunteers, and sponsors for continuous improvement.
- Research and propose innovative ideas to keep the event current and relevant in the community.

Qualifications:

- Proven experience in event coordination and promotion.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Passion for traditional mountain music and the cultural heritage of Western North Carolina.
- Ability to work flexible hours, especially during the event weekend.

To Apply:

Interested candidates should submit a resume, cover letter, and examples of previous event coordination or promotion work to Ashe County Arts Council by email to director@ashecountyarts.org

Application Deadline: February 20, 2024

Ashe County Arts Council is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.