



## Distribution Coordinator (2 positions available)

Term of employment: June 25 – August 31, 2018; 10 weeks

Rate of pay: \$13.00/hour

40 hours per week; some overtime may be required; must be available evenings and weekends.

Must have valid Manitoba Class 5 driver's license as driving is a requirement of this position. This position requires frequent lifting of up to 30 lbs.

Distribution Coordinators report directly to the Distribution Supervisor and perform all duties related to servicing of Folklorama pavilions, marketing programs, special events and inventory controls. Distribution Coordinators communicate daily with pavilions during the festival to ensure they are appropriately serviced and all necessary Folklorama materials are delivered in a timely manner, including pavilion signage and admissions. They will also distribute marketing materials in advance of the Festival and assist at Folklorama events, as required.

### Specific Accountabilities:

- Admissions, travel guide and signage packaging and distribution to authorized agencies and return of same.
- Daily communication and servicing of pavilions during festival.
- Packaging and distribution of all pavilion signage, admissions and return of same.
- All Festival and pavilion related deliveries, as assigned.
- Set-up, support, and dismantling services for Pavilion Admissions area prior to, during, and after the festival.
- Assistance at all Folklorama special events, as required.
- All other duties assigned by Distribution Supervisor, Director of Member and Festival Services and the Executive Director.

Candidates must have a minimum high school diploma or should be enrolled in post-secondary studies with plans to return in the fall to be considered. Please further note that the term of employment is non-negotiable and that we are unable to consider candidates who are not available for the entire duration of the term.

**Application Deadline: May 13, 2018 by 5:00 p.m.**

If you are interested in joining the Folklorama team and have the qualifications for this seasonal opportunity, *please forward your cover letter, clearly stating the position/term for which you are applying, along with your résumé and three references to:*

Teresa Cotroneo  
Acting Executive Director  
Folklorama  
2<sup>nd</sup> Floor – 183 Kennedy Street  
Winnipeg, MB R3C 1S6  
[postings@folklorama.ca](mailto:postings@folklorama.ca)

Any and all offers of employment made will be subject to completion and submission of a satisfactory criminal record check

Folklorama is member-based organization whose programming includes the Folklorama Festival - the largest and longest-running multicultural festival of its kind in the world. Developing out of the success of the festival, three year-round programs all also offered: Folklorama Talent, Folklorama Teachings and Folklorama Travel. All of the programs bring to life the not-for-profit organization's mission of celebrating diversity and promoting cultural understanding.