

Maine Cheese Guild Events Coordinator: 2018

The Events Coordinator is a part time, year round, independent contractor position with the Maine Cheese Guild. The purpose of this position is to coordinate and organize Maine Cheese Guild events and promote these events to the general public. Events include the Maine Cheese Guild booth at MOFGA's Common Ground Fair (September 21 - 23), the Guild's statewide Open Creamery Day (October 7), and the annual Maine Cheese Festival (September 9 at Wolfe's Neck Farm in Freeport).

Responsibilities

This position will regularly meet with or report to the President and/or Vice President of the Guild and submit in-person progress reports for the general Guild membership at select regularly scheduled Guild meetings. The contractor will work with volunteer committees as well as the Website Coordinator.

Tasks:

- Communication and public relations/media outreach for events
- Attend and manage events on site on event days
 - Coordinate with Guild on site management aspects such as space allocation, communication with participants, procurement of equipment, and ticketing
 - Coordinate logistics, members, and vendors for events
- Coordinate and schedule volunteers as needed
- Record and track income and expenses of events
 - Management of Guild materials for events
 - Build on the foundation of processes, documents and record-keeping established by the 2017 Coordinator
 - Coordinate social media outreach for the events and communicate with Website Coordinator on promotional material and announcements.

Compensation:

The independent contractor should anticipate an average of 2 to 3 hours of work per week at the beginning of the year and closer to 20+ hours of work for the weeks leading up to the events, with the Festival being the busiest event with the most amount of work. This contract is open for bid and proposals should be submitted with a budget detailing a proposed breakdown of time and costs for the tasks listed above.

The independent contractor will be compensated on a monthly basis through invoicing to the Guild President along with a summary of work performed which will be submitted to the Treasurer for payment.

As an independent contractor, it is expected that the Coordinator will work primarily from their personal office, using their personal computer and personal phone to accomplish tasks. The Guild will reimburse the cost of supplies necessary for the job.

This term of the contract is for one calendar year. The contract may be up for renewal annually, based on evaluation by the Board and availability of funds.

Required Skills:

- Communication and PR/Media experience
- Prior event planning experience
- Organizational and record-keeping skills
- Time-management skills
- Excellent interpersonal skills
- Design skills preferred
- Familiarity with the Maine Cheese Guild

Contract proposals should be submitted in writing to Jessie Dowling, the President of the Maine Cheese Guild (address below) by March 1, 2018. The final decision for the award of the contract will be made within 30 days of the submission deadline by the Board of the Maine Cheese Guild. Three professional references must be included at the time of contract proposal submission.

Maine Cheese Guild
% Jessie Dowling, President

35 Townhouse Rd.
Whitefield, ME 04353

Or via Email:

info@mainecheeseguild.org

Questions? Call: Jessie Dowling:
(207) 465-5255