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## PARKS, RECREATION AND CULTURE CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

### SURREY INTERNATIONAL CHILDREN'S FESTIVAL MARKETING AND DEVELOPMENT SPECIALIST

The City of Surrey's Parks, Recreation & Culture Department provides exciting opportunities and challenges in an energetic environment. We are currently looking for an enthusiastic Children's Festival Marketing and Development Specialist (Community Services Assistant 5) to work within the Arts Services Division at the Surrey Arts Centre.

Reporting to the Festival Artistic Director, the Children's Festival Marketing and Development Specialist supports the development and delivery of the Surrey International Children's Festival (SICF) as a professional arts event. The Festival Marketing and Development Specialist plans and implements marketing, communications and outreach for the Festival, including the development and distribution of promotional material, and maintaining the website and newsletters. Working with the Artistic Director, the Manager of Performing Arts and other City staff, the Festival Marketing and Development Specialist is also responsible for researching, procuring and stewarding corporate, community and individual sponsors of the Festival, ensuring appropriate sponsor recognition and acknowledgement. Working with the Artistic Director and a community based Festival steering committee, the Festival Marketing and Development Specialist is responsible for developing and implementing action plans, logistics and assisting with programming to deliver the annual event. This position includes researching, planning, programming and scheduling various promotional events and activities, preparing sponsor contracts, supervising City volunteers and performing other job related duties as required.

The Festival Marketing and Development Specialist will work with various agencies and community groups such as the Surrey School District, Surrey RCMP, Surrey Fire Services, as well as with production crew and performers to ensure the Festival meets its mandate: The Surrey International Children's Festival inspires young hearts and minds to greater possibilities and celebrates our rich and diverse cultural heritage through performing and visual art experiences.

The successful candidate will have completed post-secondary education with course work in arts administration or a related field and possess experience in arts marketing and communications, sponsorship development and events coordination. Essential skills include strong attention to detail, the ability to multitask and work effectively with staff and community members, and build relationships with new and existing sponsors. Effective and tactful communication skills are a must for this position as well as demonstrated initiative, a positive attitude, and strong public relations.

This position requires the applicant to accommodate the flexible needs of the Festival. At times the Festival Marketing and Development Specialist will work 4 days a week and at times 5 days a week. This is based on the needs of the project throughout the year and could include evenings and weekends.

Applicants under consideration will be required to consent to a Police Information Check

To apply online, go to our website.  
[www.surreycareers.ca](http://www.surreycareers.ca)

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