

THE WALDORF SCHOOL OF MENDOCINO COUNTY

Festival Coordinator Job Description

Hours/Schedule:	8 hours weekly in office, 46 weeks annually As needed to successfully complete Event Lead Duties - typically 8 – 12/week Enchanted Pumpkin Path (10/31/21) Texas Hold "Em Poker Tournament (2/12/22*) Auction & Gala (3/26/22)
Reports to:	Administrator
Salary/Benefits:	Administrative weekly hours - \$16/hour Event Leads duties paid stipend Enchanted Pumpkin Path – \$2,000 Texas Hold "Em Poker Tournament - \$1,000 Auction & Gala - \$3,000 This position qualifies employee for 50% tuition remission for qualified students

PURPOSE

Supports administrative staff, Faculty and volunteers to successfully produce and run festivals and events at WSMC. Successfully leads events that function smoothly and meet budget requirements. Cultivate community support and enthusiasm (current families, alumni, greater community) to support WSMC fundraisers and friend raisers.

DUTIES

Event Lead

- Responsible for all aspects of successfully producing the three main fund/fundraising events of the year, per the individual lead job descriptions (available upon request). All events are well-established and have many historical records to support a successful event.
 - Enchanted Pumpkin Path
 - Poker Tournament
 - Auction

Fundraising

Support existing fundraisers to maximize income. Develop a new event/s as practical.

- Annual Giving: Develop a theme, write language, choose pictures, communicate with graphic designer and printer to produce mailing. Work with administrative staff to determine mailing list and mail brochures. Track donations, solicit and inspire enthusiasm to achieve 100% participation. Write and mail thank yous.

Friend-raising

- Alumni Cultivation: Use existing data to track down alumni and their families using the telephone and social media with a goal of 50 new contacts each year. Plan and execute an alumni event.

*Poker Tournament date is tentative

- Support festivals and events: Coordinate logistics and volunteers, make sure set up and clean up happen smoothly and completely.

Events subject to change year to year

- Opening Day assembly (August)
- Peace Day (when applicable, September)
- Michaelmas (September)
- Speaker Events (typically one in Fall and one in Spring)
- Beautification Days (hospitality support as needed, August and May)
- Advent (December)
- Community Forum (January)
- Volunteer & Donor Appreciation – develop master list of major donors/outstanding volunteers, make and mail special invites, coordinate thank you cards and gifts (May)
- Closing Assembly (June)
- Graduation (June)