Kaslo May Days Event Operations Coordinator – Job Description

Position Overview

The Event Operations Coordinator is responsible for coordinating the practical, on-the-ground details that help ensure the event runs smoothly. This position works with vendors, volunteers, contractors, and the community before and throughout the event, overseeing vendor coordination, site logistics, setup, parade operations and general event support.

This is a hands-on position that combines administrative coordination with physical event setup and on-site problem-solving.

Key Responsibilities

Vendor Coordination

- Review and process vendor applications.
- Invite and confirm vendors, maintain vendor tracking sheet.
- Ensure vendors agree to and follow event rules and regulations.
- Respond to vendor questions and provide information leading up to and during the event.
- Manage vendor cancellations and arrange replacements as required.
- Assign vendor spaces in Vimy Park.
- Collect promotional materials from vendors.
- Welcome vendors on-site and assist with setup.
- Ensure all vendor vehicles are removed from the market area before the event begins.
- Check in with vendors throughout the weekend and assist with any needs or concerns.

Site & Event Operations

- Physically mark out the vendor layout in Vimy Park.
- Pick up and return delineators from the Village and place them as required to prevent parking around the dumpster and ballfield emergency access.
- Ensure contractors arrive as scheduled.
- Set up extension cord for craft vendors requiring power.
- Ensure emergency access routes remain clear throughout the event.
- Obtain and manage the concession stand key for overnight storage.
- Coordinate hourly garbage and portable toilet checks and servicing as required.
- Assist with setup and tear-down of the Chamber table and event photo spot.
- Liaise with event organizers, contractors, volunteers and Village staff as needed to address operational issues.
- Assist vendors, volunteers and the public with event-related questions and needs.
- Assist with event cleanup and wrap-up as required.

Parade Coordination

- Coordinate barricade volunteers.
- Reserve parking for the Maypole Dancer float.
- Pick up, place, and return parade barricades.

- Ensure the parade route is clear of parked vehicles.
- Assist with redirecting traffic entering Kaslo during the parade.

Qualifications & Skills

The ideal candidate will be organized, dependable and comfortable taking initiative in a busy event environment. Strong communication and problem-solving skills are important, as is the ability to work independently and coordinate with a variety of people.

The successful candidate should:

- Have strong organizational and time-management skills.
- Have experience with Google Workspace and spreadsheets.
- Be comfortable communicating with vendors, volunteers, contractors, and the public.
- Be able to prioritize and problem-solve in a busy environment.
- Be reliable and able to work independently.
- Be comfortable working outdoors in a variety of weather conditions.
- Be physically able to assist with event setup, including moving and placing equipment, barricades and other materials.
- Have a current driver's licence and access to transportation for event-related errands.

Schedule & Time Commitment

Pre-Event – Vendor Coordination

Work begins in the last week of February 2027, with vendor application review, invitations and ongoing vendor communication. Approximately 40 hours of pre-event work is anticipated, spread over the months leading up to the festival on May 22 to 24, 2027.

On-Site – Event Operations

On-site responsibilities begin on Thursday, May 20 and continue through the event wrap-up on May 24, 2027. Approximately 40 hours of on-site work over five days is anticipated, including event setup, vendor coordination, site operations, parade coordination, event support and tear-down.

Compensation

Rate: $28
Hours: Approximately 80 hours – 40 pre-event coordination, 40 on-site hours.
Estimated Total Compensation: $2,240.
Contract: Temporary/seasonal event position.

To apply, please send your resume to thekaslochamber@gmail.com by **October 31.**