

**JOB POSTING**  
**TALENT SHOW COORDINATOR**

**JOB SUMMARY:** The Child Development Centre has been hosting the Annual Night of the Stars Talent Show for over 35 years locally in Fort St. John. The Talent Show is one of two major annual fundraising events and raises approximately \$75,000 - \$100,000 per year. The Talent Show Coordinator is responsible for the overall coordination and promotion of the Talent Show. The Talent Show Coordinator must be committed to the Child Development Centre and its vision and mission as well as be experienced in event planning, building and nourishing donor/supporter relations, and have excellent coordination, public relations, and organizational skills.

The Talent Show Coordinator is expected to coordinate every aspect of the Talent Show, including Moose FM's Day for the Kids, CDC Month, and associated promotion and publicity. Coordination of the Talent Show includes booking the venue, arranging the schedule, selecting and confirming local talent/entertainment, creating and distributing promotional materials (letters, flyers, posters, advertisements, etc.), and to be onsite the day/night of the show to oversee and help with set-up, take down, and to troubleshoot any issues that may arise.

This is a term contract position which starts in December and finishes in March.

For a complete job description please visit our website at [www.cdcfsj.ca](http://www.cdcfsj.ca)

To apply for this exciting opportunity please forward a cover letter and resume to:

Penny Gagnon, Executive Director  
10417 106<sup>th</sup> Avenue  
Fort St. John, BC V1J 2M8  
Fax: 250-785-3202  
Email: [penny.gagnon@cdcfsj.ca](mailto:penny.gagnon@cdcfsj.ca)

Closing date: October 21<sup>st</sup>, 2011 at 4:00pm



## **CHILD DEVELOPMENT CENTRE SOCIETY OF FORT ST. JOHN AND DISTRICT**

### **JOB DESCRIPTION**

**JOB TITLE:** Talent Show Coordinator

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**PAY LEVEL:** This is a term contract position which starts in December and finishes in March.

**SUPERVISOR:** The Talent Show Coordinator reports to the Talent Show Sub Committee which is comprised of Board members and volunteers.

#### **SKILLS AND ABILITIES:**

- Demonstrates self-direction, motivation, and the ability to work independently.
- Organizes work efficiently and adjusts priorities according to changing demands.
- Manages multiple demands and frequent interruptions easily.
- Demonstrates leadership and timely decision-making abilities.
- Utilizes effective verbal communication and interaction with the public and with staff members.
- Possesses good writing skills including grammar and punctuation.
- Demonstrates commitment to confidentiality of client and agency information.

## **ROLES AND RESPONSIBILITIES**

- Promote the Talent Show and Day for the Kids to the community and CDC supporters/partners.
- Assist with negotiations for space contracts and book event space, order supplies and audiovisual equipment, order event signs, and ensure appropriate décor meets the quality expectations of the Child Development Centre.
- Propose new ideas to improve the Talent Show and coordination process.
- Speak on behalf of the Child Development Centre and coordinate media and other promotion outlets.
- Work collaboratively with Moose FM for the Day for the Kids including scheduling of parents, staff, and volunteers to speak on the radio as well as assisting with coordinating radio advertisements and parent vignettes.
- Work with local companies and organizations for fundraising ideas including school challenge, financial institution events, and Christmas party donations.
- Collaborate with the City of Fort St. John for February to be proclaimed as CDC Month and coordinate fundraising activities.
- Collaborate with the CDC Early Learning Program (ELP) for the children's perform.
- Work with the Talent Show Committee on the organization of Silent Auction Table and Concession Stand.
- Confirm new and previous performers and create the performer schedule.
- Assist with managing on-site set up and clean up.
- Assist with preparing the Talent Show budget and provide periodic progress and financial updates to the Talent Show Committee.
- Confirm and coordinate volunteers for the event include masters of ceremony, back stage coordination, security, performer check in, pledge table, etc.
- Create final advertisements and recognitions for the successful event.
- Prepares final report to the Talent Show Committee celebrating success and identifying areas of improvement.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

- Excellent verbal and non verbal communication skills.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Proven success with event planning.
- Proficient computer skills including the use of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.