



# Twin Cities Pride

a minnesota nonprofit corporation

Job Title: Festival Administrative Coordinator	Reports To: Festival Manager/Exec. Director
Department: Festival Operations	
Revision Date: July 2011	

## Position Overview

The Festival Administrative Coordinator works with the Festival Manager and Executive Director to coordinate all activities related to Festival Management. This is an opportunity to learn the intricacies of outdoor event planning.

## Duties & Responsibilities

- Ensure that Festival Operations furthers Twin Cities Pride's Mission
- Schedule and coordinate meetings for the Festival Manager with various suppliers and municipal partners
- Coordinate communications with various suppliers and municipal partners
- Prompt Festival Manager for upcoming deadlines
- Coordinate communications with other staff and festival management
- Other related duties as requested by the Festival Manager and Executive Director

## Requirements

- Ability to represent Twin Cities Pride in a professional manner
- Excellent written, oral, and interpersonal skills
- High level of detail orientation
- Ability to prioritize and complete tasks in a fast-paced environment
- Ability to follow instructions and work as part of a team
- Computer and program aptitude
- Ability to think creatively and solve problems effectively
- Passion for the mission of Twin Cities Pride
- Interest in learning how to manage outdoor events

## Time Commitment

- April: 6-10 hours per week
- May: 6-10 hours per week
- June 1-10: 20 hours per week
- June 13-22: 40 hours per week
- June 23-26: Full days on-site
- June 27-July 1: 20 hours per week
- July: up to 40 hours wrap-up

## Other

- Work will be performed at the TC Pride office in NE Minneapolis according to volunteer's schedule and Pride's needs

**NOTE:** This job description is not intended to be all-inclusive. Volunteer staff member may perform other related duties as determined to meet the ongoing needs of the organization.

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It is the mission of Twin Cities Pride to commemorate and celebrate our diverse heritage, inspire the achievement of equality and challenge discrimination.