



Pride Festival Assistant Coordinator

Dawson City & Whitehorse

(2 Positions)

Overview

Queer Yukon is seeking a passionate and organized individual to join our team as a Pride Festival Assistant Coordinator in Whitehorse or Dawson City. This role involves curating and coordinating the Yukon Pride Festival in collaboration with the QYS Programming Coordinator. The ideal candidate will act as a liaison between partners, performers, venues, and community members, ensuring the festival represents all facets of our diverse community. From supporting managing budgets to training event staff and volunteers, this role is pivotal in bringing the festival to life.

These positions will be primarily based out of Queer Yukon's Dawson City office and Whitehorse Office, working remotely with team members across the territory and on-the-ground with Queer Yukon's staff and a wide array of partners and community members.

Festival Dates:

Dawson City Pride: June 5-9th

Whitehorse Pride: August 1 - 8th

Please note: the Dawson City role will continue after PRIDE to support Summer Programming and Community Engagement Initiatives working alongside QYS Dawson Staff.

Duration of contract: May 1 - August 30th 2024

Location: Dawson City or Whitehorse.

Hours: 30 hours a week pre festival, up to 35 during.

Wage: \$28/hour

Benefits: 4% of base salary in lieu of benefits. 3 weeks paid vacation per year (6%), prorated; Flexible schedule; Generous paid holidays and office closures.

Equipment: Employees will be provided necessary equipment to complete tasks.

These positions are expected to be funded by Canada Summer Jobs and/or Young Canada Works. Eligibility for these programs requires candidates to be 30 years old or younger at the start of employment. Older candidates are welcome to apply but may not be prioritized.

Responsibilities:

- Support the curation and coordination of the Yukon Pride Festival in your respective community (Dawson City or Whitehorse).
- Act as the liaison between partners, performers, venues, and community members.
- Collaborate with the Pride Team in planning and executing events.
- Manage budgets and administrative tasks in coordination with the Admin Team and Programming Coordinator.
- With the support of the Programming Coordinator, coordinate, manage, and train event staff and volunteers.
- Support other Queer Yukon Society programming as needed.
- Support Queer Yukon Staff with Summer Programming and Community Engagement initiatives (Dawson).
- Be present on-site for all Pride Festival events in your community.
- Ensure inclusivity by reaching all parts of our community, including Indigenous/Two-Spirit people, Black and racialized community members, Francophones, youth, Elders, disabled individuals, and more.
- Adhere to all policies, procedures, and guidelines set by Queer Yukon.
- Keep workspaces tidy and organized, maintaining responsibility for Pride Festival equipment.
- Assist QYS Programming Coordinator with post-event reporting and data gathering.
- Update files, spreadsheets, and documents throughout the production and planning process.
 - Data entry and other administrative support post festival to support QYS Summer Programming and Community Engagement Initiatives.
- Other duties as agreed upon based on capacity.

Qualifications and Skills:

- Strong knowledge or firsthand experience with the 2SLGBTQIA+ community.
- Training or experience in anti-racism and/or anti-oppression.
- Knowledge or experience/relationships with Yukon's First Nations communities.
- Experience working with youth.
- Event coordination experience, managing artists/staff, and social media.
- Ability to coordinate projects with multiple moving pieces and work collaboratively.
- Excellent written and verbal communication skills.
- Bilingualism in French (asset).
- Bilingualism in ASL or a Yukon First Nations language is considered an asset.
- Basic familiarity with Gmail, Google Drive, Zoom, project management tools, Facebook, and Instagram.
- Strong administrative skills including spreadsheet use, budget management, payment tracking, and production scheduling.
- First Aid and de-escalation knowledge is considered an asset.
- Valid driver's license and access to a vehicle.

Additional Information:

Preference may be given to individuals who identify as members of the 2SLGBTQIA+ community, including but not limited to: Black, Indigenous, & People of Colour, women, Two Spirit/Indigiqueer people, Trans/Non-binary people, individuals whose first language is not

English, and people with disabilities.

Queer Yukon is committed to creating inclusive spaces, and the Pride Festival Coordinator plays a vital role in upholding this commitment. If you are enthusiastic about organizing events, fostering community connections, and celebrating diversity, we encourage you to apply.

Application Instructions:

Please include a **resume and a cover letter** explaining how your skills and experience make you a good fit for the position. Please send your resume and letter to the Human Resources Committee at: work@queeryukon.com and put “Pride Festival Assistant Coordinator” in the subject of your email and include which community you are applying for.

If submitting these materials in another format is more accessible, we are happy to work with you. Please reach out directly to request support.

Individuals selected for an interview will be asked to complete a short assignment demonstrating relevant skills.

We will start reviewing applications on: April 15th