

## Manitoba 4-H Council - 2010 Event Coordinator

**Contract for Services** for province-wide **4-H events** & activities Feb 2010-Jan 2011:

**Communications Extravaganza** in April, **3rd Provincial 4-H StockFest** in September, **travel selection** process for leaders and members, **100<sup>th</sup> Anniversary** planning (2013).

*If a single contractor is not available for one all-events contract, the individual events may be contracted separately. In any correspondence, please state your availability to coordinate all, or which, event(s).*

**Application deadline, Monday, January 11, 2010**

### KEY TASK TIME LINE

- February – March: *part-time*
  - – **Promote Communications** Extravaganza to 4-H & media in Manitoba, and assist committee with event-preparation including **coordinating volunteers** and facilities
  - **Assist StockFest** in developing event plan, including promotion strategy and draft program schedule
- April: *full-time*
  - assist in **presenting Communications** Extravaganza event (in Portage, April 17)
- May – August: *part-time*
  - – prepare final **Communications** activity **reports**.
  - **Promote StockFest 2010** to 4-H and media in Manitoba and assist committee with event-preparation including **coordinating volunteers** and facilities
  - **Assist 100<sup>th</sup> Anniversary** committee in developing concept proposal and time-line, including promotion **schedule**
- September: *full-time*
  - assist in **presenting StockFest** event(in Brandon, September 24-26, 2010)
- October – January: *part-time*
  - prepare final **StockFest** activity **reports**
  - Prepare **100<sup>th</sup> Anniversary** committee **proposal** for activities leading up to 2010 celebration of 4-H in Canada

### QUALIFICATIONS

- **publicity**, advertising and promotion including preparing:
  - media releases, promotional activities
  - registration forms, brochures
- **event planning and presentation** experience including
  - sponsor relations
  - event logistics and volunteer/community activities coordination
  - preparing activities reports & summarizing evaluation forms
- **4-H background preferred**, including livestock (beef, dairy, equine), public speaking

### Accountability and Terms:

The M4HC Event Coordinator is a contract for services with Manitoba 4-H Council and involves several event Committees which plan, promote and present activities. The contractor works with the provincial office staff on facilities & financial logistics and with the Executive Director on fundraising & partnerships.

The contract flat fee is five thousand dollars (\$5,000) *including* any expenses such as mileage, office equipment and space. Some administrative expenses (for stationery, postage, and phone) will be reimbursed based on each committee's pre-approved budget. Meal per diem and accommodations at events are covered at Council rates. The Coordinator contractor works from his/her own facilities, at his/her own time (i.e. this contract requires completing tasks, not working on specific day, or on regular 'shifts') but participates in committee meetings or

conference calls (usually evenings) – and attends and assists at each events ‘on location’. Additional compensation for vacation or holidays is not provided since this is a contract for services with a flat inclusive fee.

Send resume and cover letter – preferably via email to [4hbrandt@mts.net](mailto:4hbrandt@mts.net), or:

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