



Stanhope Heritage Day Event Coordinator Job Description

Reporting to the Stanhope Heritage Discovery Museum Committee, the Stanhope Heritage Day Coordinator will enlist volunteers, manage demonstrators, book entertainment, look after all financial matters in conjunction with the Township Treasurer, supervise and coordinate all activities as follows:

- Plan layout of site, provide details to township staff and other volunteers, arrange for shelters, supplies, etc. in accordance with current documentation.
- Ensure that all event signs are available and posted at appropriate times in correct locations.
- Prepare advertising plan, book newspaper ads and oversee ad preparation.
- Prepare newspaper ads, posters, program and event signs.
- Write and promote event material.
- Arrange for food donations; apply for food permit through the Haliburton Kawartha Pine Ridge District Health Unit.
- Determine menu, prices, signage, amount of food required, enlist helpers and arrange for BBQs and propane on Heritage Day.
- Arrange for museum hosts.
- Ensure float is obtained through the Treasurer for sales and collect money after the event, balance and hand in to the Treasurer.
- Arrange for bake sale donations.
- Send out thank you letters to volunteers and event demonstrators.