



The Petoskey Regional Chamber of Commerce is seeking volunteers to fill some key leadership positions with Festival on the Bay, Aug. 19-20, 2016. Each of these positions include participation on the Festival's Executive Team. Festival Executive Team members wear cool shirts, play a decision-making role with the festival, and get the chance to immerse themselves in this great community event. Volunteers walk away with extensive event-planning and strategic experience. They report to Festival Coordinator Johnnie Walker and the Petoskey Regional Chamber of Commerce Staff. To apply for one of the positions, send your qualifications and reasons for interest to: Nikki Devitt, nikki@petoskeychamber.com.

MARKETING COORDINATOR: The Festival on the Bay Marketing Coordinator works their magic to take a \$6,000 budget and leverage that into more than \$12,000 in advertising punch. This individual will develop a festival marketing strategy, work with area media reps on ad buys, coordinate a social media campaign, and develop the festival program? This person should ideally have some marketing or media experience and a need to strengthen that experience and/or showcase their talents. Current media reps are not ideal candidates for this position.

CHILDREN'S AREA COORDINATOR: The Festival on the Bay Children's Area Coordinator will design and implement programs and activities in the Children's Area at Festival on the Bay. The Children's Area runs both Friday and Saturday at the festival and includes games, activities, a petting zoo, and entertainment. This person will work with local community organizations who host events in the Children's Area, will book entertainers, will assist with the recruitment of volunteers, and be present to assist with set-up and to assure that everything runs smoothly.

VOLUNTEER COORDINATOR: The Festival on the Bay Volunteer Coordinator recruits an army of volunteers who give their time to various facets of the festival including parking, the entertainment tent, the children's area, and the information booth. This person must be highly organized, an effective communicator, and not afraid to make some phone calls. The Volunteer Coordinator will also manage the volunteer check-in area throughout the festival and see to it that volunteers are properly trained and have the tools they need to do their respective jobs.

LOGISTICS COORDINATOR: The Festival on the Bay Logistics Coordinator works closely with the festival coordinator and the staff of the City of Petoskey Parks and Recreation Department with set-up, tear down, sign and banner placement, and flipping festival areas. This person should have an affinity for zip ties, be a good problem solver, and able to carry tables and climb ladders. Oh, owning a truck would be nice too, but not necessary.

VENDOR COORDINATOR: The Festival on the Bay Vendor Coordinator solicits and receives applications from those who wish to be vendors at Petoskey Festival on the Bay. This person will work with the chamber staff on invoicing, booth placement, and getting appropriate permits from the city and health department. The Vendor Coordinator will be on site at the festival to assist vendors with set up and placement and to assure that things run smoothly.