



[Carrie Brown Management](#)

Contract Job Posting

Position

Onsite Volunteer Program Manager

Contract

Various dates and locations, covering weekend or week day events. Must be available to work the August long weekend.

Compensation

Day rate commensurate with experience and availability

About us:

We are a boutique events management company, specializing in creating and managing volunteer programs for premiere events across Canada. We work with our clients to craft the best volunteer program for their event, including but not limited to; planning, recruitment, candidate vetting, selection, engagement, preparation, logistics and on-site management. We are busy with awards shows, film festivals and awards galas in the winter and spring, and music festivals and tech conferences over the summer months. We love working with people and offering rewarding volunteer experiences.

About you:

Working within a small team and reporting to the company founder you are someone with staff and event management training and experience. You have excellent skills in both customer service and communications with a keen attention to detail. You like people, are a disciplined self-starter and are capable of prioritizing a variety of tasks in a fast-paced environment. You know what it's like to volunteer your time. You are comfortable working long hours on event days. You have a valid driver's license and are capable of taking the wheel of a golf cart to deploy volunteers (not always required). Great fit for someone looking to break into event management or festival production.

Core Event Site Responsibilities:

- Serving as the liaison between volunteer teams and the company founder
- Acting point of contact for event producers
- Setting up volunteer headquarters
- Managing day-to-day operations for volunteer team
- Managing volunteer leadership team
- Overseeing volunteer deployments; printing daily schedules, ensuring the team is set up for success

- Being responsive to the evolving needs of the event
- Troubleshooting issues and attrition
- Includes some advance work to familiarize yourself with the program and event

We celebrate diversity at CBM and are committed to creating an inclusive environment for the volunteers and employees we work with. To apply, please send your resume and cover letter to Carrie Brown Management via workatCBM@gmail.com with “Onsite Manager” and your location in the subject line.

We thank you for your interest in working for our company. Successful candidates will be contacted directly.