

**Montpelier Fall Festival
Event Coordinator**

Please submit letter of interest and resume to Adrienne Gil
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FPF Post:

Seeking a part-time event coordinator for [MRPS PIE](#)'s Montpelier Fall Festival, happening on October 1, 2023. The expected time commitment is approximately 90 hours total from mid-April til the event day, and pay is \$2,500, with a revenue-based bonus of \$500.

Coordinator will work with the PIE board and school caregiver group leaders to:

- Manage event details, including coordinating with vendors and some communication with funders;
- Oversee festival logistics, coordinating with lead volunteers, entertainment, and other participants;
- Coordinate with and manage Fall Festival working group (all volunteer), via regular meetings (weekly after mid-August)
- Maintain clear financial tracking of revenue and expenses, using spreadsheet on shared drive
- Manage day of event, including setup and clean up (roughly 9:00 AM to 5:00 PM).

Now in its 6th year, the 2023 Montpelier Fall Festival will be TBD on the Statehouse Lawn. The Festival began in 2017 as the Kids' Cup. The original idea was to create a fundraiser that brought the community together and raised funds to support the Union Elementary School Parents Group. Over the past 5 years, the festival has grown into a large, family-friendly event with people coming from all over central Vermont. Activities have included a 1-mile fun run, kickball, gaga ball, raffles, dunk tank, carnival games, music, and, of course, food!

Thanks to generous donors and community support, the Montpelier Fall Festival has raised more than \$50,000 since 2017 to support Montpelier Roxbury Partners In Education (MRPS PIE), the umbrella 501(c)(3) of the 4 MRPS district caregiver groups. <https://www.montpelierfallfestival.com/>

The Montpelier Fall Festival is run by a board of volunteers.

About [MRPS PIE](#)

MRPS Partners in Education Corporation is a 501(c)(3) non-profit charitable organization founded in January 2019. Our mission is to serve the communities of Montpelier Roxbury Public Schools, Vermont. We provide opportunities for enrichment, build community, and serve as a vehicle for information and advocacy for parents and the community. MRPS PIE helps to organize, support, and increase fundraising potential for each of our schools' parent and caregiver groups.

Event Coordinator Job Description:

- Establishing and maintaining relationships with vendors and venues
- Managing the Montpelier Fall Festival workgroup, which includes weekly meetings, agendas, and follow up

- Planning event details, timeline, and logistics
- Creating reliable financial reports and collecting payments on time
- Creating an event budget and remaining under budget with all costs
- Collaborating with key stakeholders including, but not limited to, MRPS PIE and Montpelier Alive
- Managing the event schedule and addressing potential problems that may arise
- Planning for potential scenarios that could impact the integrity of the event
- Day-of-event coordination, including setup and clean up.

Qualifications:

- 2-5 years of experience as event coordinator or similar role
- Great interpersonal and communication skills
- Sense of ownership and pride in your community
- Critical thinker, problem-solver, great at working with a team
- Good time-management and organizational skills

Posted 03/31/2023