

Capital Pride Coordinator Positions

The following is a list of Capital Pride's coordinator positions that are required on an ongoing basis:

1. **Financial Coordinator**

This person will work with the Treasurer to ensure accurate financial records for the organization. This coordinator will work with the Treasurer to develop the annual budget for the Festival as well as assist with the financial matters that are related to the operation of Pride Day. This will include, but is not limited to: inventory of alcohol, deposits, bracelet and gate inventory, and expenses.

Executive supervisor: Treasurer

2. **Info-Fair Coordinator**

The Info Fair coordinator will be responsible for the setup, execution and teardown of the Info Fair on Capital Pride Day. In conjunction with the Site Coordinator and/or Vice-Chair (Operations), this person will be responsible for the ordering of supplies (including tables, chairs and electrical requirements). This coordinator will also work closely with the Registration Coordinator to ensure that all Info Fair participants are properly registered/paid for the event and they conform to event regulations.

Executive supervisor: Vice Chair (Operations)

3. **Parade Coordinator**

The Pride Parade Coordinator will be responsible for the planning and execution of all duties related to the efficient planning of the parade. This coordinator will work closely with the Vice Chair (Operations) and the Registration Coordinator to ensure that all participants are properly registered/paid to be in the parade. This person will also liaise with police, city services, first aid, and security personnel to ensure the safety of all participants and spectators while ensuring that all city bylaws and requirements are being met.

Executive supervisor: Vice Chair (Operations)

4. **Event Coordinator(s)**

Each Capital Pride event requires a project manager to ensure it is executed efficiently and properly. These are ad hoc coordinators who take on regular events (Rainbow Party, Health and Fitness Day, Opening and Closing events, Picnic in the Park, Kids Can, Human Rights Vigil, Partnership Awards Gala, etc.) and other events when they arise.

Executive Supervisor: Vice Chair (Operations)

5. **Security Coordinator**

Each year the Capital Pride festival must have a Security Coordinator. This position's responsibility is to ensure the safety of all participants of the Capital Pride festival, including but not limited to: spectators, volunteers, other coordinators and contract services personnel. The Security Coordinator will also be responsible for booking equipment and services related to this area of the festival. This will include such things as: First Aid services and kits, professional security services, coordinating with Ottawa Police services and enforcing safety procedures for the festival.

Executive supervisor: Vice Chair (Operations)

6. **Entertainment Production Coordinator**

The role of the Entertainment Production coordinator is to plan for the entertainment that will be presented at the festival site for the main stage and the alternative stage. This person will be responsible for the setup and teardown of the physical stage, act as the stage manager for the entertainment line up, and will be responsible for backstage operations for both days. The Entertainment Production coordinator will also be responsible for contract negotiations for production and entertainment expenses (such as stage rental, lighting and sound equipment, and entertainers). However, all contracts must be signed-off by two Board members with signing authority for finances of the festival; one of whom must be the Treasurer.

Executive supervisor: Vice Chair (Operations)

7. **Grant Coordinator**

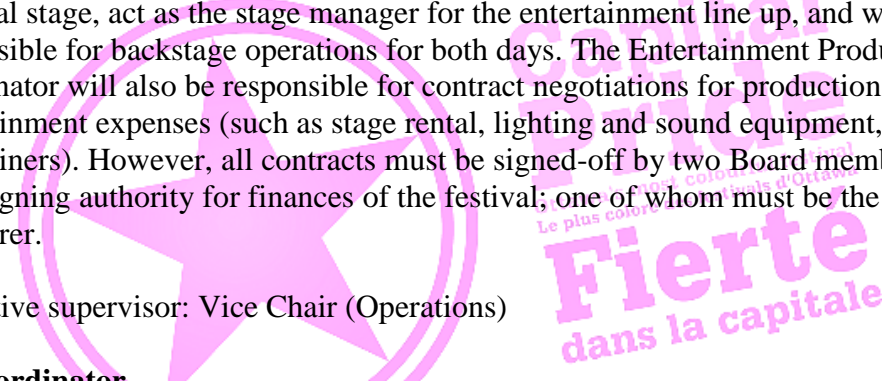
The Grant coordinator is typically an ad hoc position when opportunities arise. This person will work with the Treasurer and the Chair to ensure that all grant and bursary applications are completed in a timely manner. The coordinator is also responsible for conducting research into other grant opportunities that might be available to the festival/organization.

Executive supervisor: Treasurer and Chair

8. **Marketing Coordinator**

The Marketing coordinator will be responsible for the development and execution of all marketing materials and campaigns for the festival. This coordinator will work closely with the team/business that develops all advertising for the festival. This person will also work closely with the Board to ensure that the "messaging" of the festival remains consistent with the spirit and goals of the organization. This coordinator position would also be involved with the development of the Capital Pride Guide.

Executive supervisor: Vice Chair (Operations)



9. **Sponsorship Coordinator**

The role of the Sponsorship coordinator is to attract, secure and retain corporate and in-kind sponsors for the festival. This person will ensure that all points of sponsorship contracts are completed in a timely and efficient manner. The coordinator will also ensure that all sponsors are included in festival events by handling: their event passes, special requests, and any related tasks assigned by the Board in sponsorship matters.

Executive supervisor: Vice Chair (Marketing/Communications)

10. **Media Relations Coordinator**

The Media Relations coordinator is responsible for the coordination of all media relations for the festival and the Board of Directors. Although the Chair is the “main spokesperson” of the organization, all media should be handled through this coordinator. This will include all the writing and distribution of all press releases for the organization with approval from the Board of Directors. This person will also be responsible for the interaction with the press throughout the festival, and will ensure that press have access to the site on Pride Day and to the Chair for interviews.

Executive supervisor: Chair and Vice Chair (Marketing/Communications)

11. **Fundraising Coordinator**

The Fundraising coordinator will be responsible for the planning and execution of raising funds through events and activities before the festival. This includes events such as Taste of Pride, Swirl and Twirl, Drag shows, etc. This person will also be responsible for selling Pride merchandise throughout the year (such as pins and other products to be decided by the Board).

Executive supervisor: Vice Chair (Operations)

12. **Membership Coordinator**

The committee requires a membership base to be developed and/or maintained in good condition from year to year. The Membership coordinator will be responsible for maintaining a database of the membership list for the Annual General Meeting, the development and distribution of membership cards. This person will also develop and/or maintain a membership benefits program.

Executive supervisor: Secretary and Vice Chair (Marketing/Communications)

13. **Week's events/Community relations Coordinator**

The primary focus of this position is to work with all the community groups in the development of the events during Capital Pride week. This coordinator will be responsible for coordinating all the events that are submitted to the Board of Directors into a workable schedule for the festival week as well as act as a representative of Pride for community groups and organizations.

Executive supervisor: Chair

14. Volunteer Coordinator

The primary responsibility of the Volunteer coordinator is to ensure the recruitment and retention of all volunteers for the festival. This person will be responsible for coordinating with the events coordinators to develop a schedule of volunteers for each event and to ensure that there is enough staff for the festival. Other duties include ensuring that volunteers are cared for on the day of their scheduled event (access to site, food and beverage, transportation if needed, etc). This person will also be responsible for the planning of the annual Volunteer Appreciation Party after the festival.

Executive supervisor: Vice Chair (Operations)

15. Capital Pride Youth Coordinator

The primary role of the Capital Pride Youth coordinator is to ensure that a youth contingent is properly represented during the festival. This person will be responsible for the planning and execution of youth events as well as the relations between other youth organizations in the city such as Pink Triangle Youth and Youth Services Bureau.

Executive supervisor: Chair and Vice Chair (Operations)

16. Registration Coordinator

The Registration coordinator is responsible for all registrations that occur for the operations of the festival. This includes registration for the Info Fair, the Parade, and all food vendors on site during the main weekend. In addition, this person is responsible for handling nominations for the Capital Pride Partnership Awards that are conducted during the festival. This person will work closely with the coordinators responsible for Info Fair, Parade, and Site.

Executive supervisor: Treasurer and Vice Chair (Operations)

17. Website and Social Media Coordinator

This person is responsible for all the social media duties throughout the year, including updating the website on behalf of the Board, making regular updates to Facebook and Twitter to ensure accurate and efficient marketing, etc. This person will ensure that all email accounts are created and functioning properly. The coordinator will also work with the coordinators responsible for marketing and sponsorships to ensure that the website recognizes sponsors, and ensure that there is consistent messaging in all online marketing campaigns.

Executive supervisor: Vice Chair (Marketing/Communications)

18. Pride Guide Coordinator

This person will attract various business advertisers, see to layout of guide, ensure sponsors receive appropriate ad space, advise treasurer of invoiced ad space and work with coordinators to ensure Pride Week events are properly listed.

Executive supervisor: Vice Chair (Marketing/Communications)

19. **Awards Coordinator**

The Awards coordinator will be responsible for the planning and execution of the Awards night by setting up a selection committee to review all submitted nominations are processed and selected individuals are invited to attend.

Executive supervisor: Vice Chair (Operations)

20. **Health and Fitness Coordinator**

This person will plan and execute a day of events related to health and fitness, and above all fun. This could include softball/baseball, drag queen and lesbian softball competition, yoga, run, watermelon football, etc...

Executive supervisor: Vice Chair (Marketing/Communications)

21. **Accessibility/Disability Coordinator**

This person will ensure all participants in most of Capital Pride's events, including the Pride Weekend is accessible to all people with disabilities. This will include providing translators, setting up space for those in mobility chairs or not, working with Site Coordinator to provide pathways that is free and clear of obstacles, etc...

Executive supervisor: Vice Chair (Marketing/Communications)

22. **Gate Coordinator**

This person will plan and execute the overall process of the gates for Pride Weekend. This will include setting up a schedule of gate openings and closures, advising volunteer coordinator of needed people to work each gate and working with treasurer to secure best procedures for handling of funds.

Executive supervisor: Vice Chair (Marketing/Communications)

23. **Site Coordinator**

This person will plan and execute the overall process of the Main Site for Pride Weekend. This will include preplanning of setting up for food vendors, stage, bar area, etc... Will be working with various coordinators; such as gate and accessibility, bar; also with city bylaws, and licensing to ensure a safe, fun and healthy day is enjoyed by all.

Executive supervisor: Vice Chair (Marketing/Communications)

Coordinator positions may vary each year at the discretion of the Board and depending on scheduled events planned for the year. Due to the limited resources of the Board, it is best practice to find outside coordinators for most of these positions. The nature of some coordinator positions, however, may require a Board member to take on the responsibility. This includes, but is not limited to, the financial coordinator who should be the Treasurer. It is also highly recommended that the Sponsorship Coordinator be a Board member due to the nature of their dealings with third parties. However, if feasible in the future, it is highly recommended that the Sponsorship/Grant Coordinator be a third party who is hired by the organization and who receives compensation based on their performance.



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