

Event Coordinator – Canada Summer Jobs 2026

The Kamloops Film Society is looking to hire a full-time Event Coordinator for a **16-week** contract starting **mid-May , 2026**. This is a **31 hour per week** position, working weekdays and some evenings and weekends.

The Event Coordinator will be assisting the Festival Producer with the planning, marketing, coordination and delivery of the 5th annual Indigenous Film Festival planned for September 2026 at the Paramount Theatre. As well, the Event Coordinator will develop hand-on customer service experience by working nightly shifts at the Paramount Theatre leading up to the festival.

Responsibilities will include:

- Support/ assist the Festival Producer in curating the festival, more specifically in:
 - Content programming and research
 - Community outreach planning and research
 - Special events and collaborations research and ideation
- Support fundraising and sponsorship initiatives for the festival
- Serve as a Secretary for committee meetings and maintaining other internal documentation
- Work with the Festival Producer to deliver a positive patron experience at all touchpoints of the festival
- Manage all data and documentation during the festival to create post festival dashboards and debriefs

Tasks will include:

1. Coordinating advertising, promotion, and marketing for the festival.
2. Assisting with supervising the Festival Committee, made up of volunteers of the KFS. The Event Coordinator will help make decisions, troubleshoot, communicate, and negotiate through issues with the team.
3. Overseeing all the patron facing engagements during the festival to ensure a positive patron experience for all attendees; including Front of House ticketing, point of sale utilization, customer issue management, and troubleshooting.
4. Developing event plans and run-of-shows to ensure festival events run smoothly.
5. Collecting assets for the festival program.
6. Updating the Wordpress website with pertinent festival related information.
7. Using Canva, assisting in the design and layout of festival promotional materials, including Festival program.

8. Maintaining all necessary records, data and dashboards for post-festival debriefs and archives.
9. Liaising with event venues and partners as needed.
10. Liaising with special guests as needed, ensuring proper protocols are followed.
11. Communicating with the KFS team in regards to logistical and process improvements for a smoother operation of the festival.

Not all tasks/ responsibilities will be expected from the Event Coordinator right at the start. The goal is to build on the skills that the successful candidate already has and to develop the skills they have not yet had the opportunity to build. The Festival Producer will work in tandem with the incumbent to introduce them to the various tasks and responsibilities, by teaching them what is expected, then demonstrating the proper execution, then allowing the Event Coordinator to try with supervision, to finally allowing them to continue without direct supervision, but with ongoing check ins and assessments.

This position is funded through the Canada Summer Jobs program and is contingent upon grant approval.

Qualifications

- Canadian citizen, permanent resident or granted refugee status.
- Between the ages of 15 and 30 (inclusive) at the start of employment.
- At least some post-secondary education is required.
 - Significant experience may be presented in lieu of formalized post-secondary education
- Must be available to work weekdays, evenings, and weekends.
- Serving It Right & Foodsafe Certification (can be obtained once hired)

Hours: 31 hrs/week,

Rate: \$19/hr

Preference will be given to candidates' self-identifying in any of the groups below. Please indicate in your job application whether you identify as any of the following:

- Indigenous
- Visible minorities/racialized
- 2SLGBTQI+

Interested candidates are asked to send a cover letter and resume to careers@thekfs.ca with "**Event Coordinator**" in the subject line by **April 30, 2026**. Only those shortlisted for an interview will be contacted.