



**Gwawa'enuxw
Kwikwasutinuxw
Haxwa'mis
Dzawada'enuxw**



Musgamagw Dzawada'enuxw Tribal Council

Event Coordinator Job Contract Posting

The MDTC application to Community Resilience through Arts and Culture has been approved – the Project is called “Coming Home”. Please contact Joy for more information regarding this project.

We are looking for an Event Coordinator who will be responsible to coordinate a cultural gathering in Kingcome Inlet, Gwayee. The proposal identifies a set number of days to plan and prepare plus one day for the final project report– 14 days total

The coordinator will:

- Form a Planning committee (community members; elders, MDTC) and work with Kingcome Summer Cultural worker to carry out this event
- Coordinate a date with the village and MDTC
- Create a Coming Home Poster with our Totem Pole and the BC Logo (approval needed before final print of poster/and giveaway items)
- Arrange Cultural day – big house, singers, yayuma; master of ceremonies; historian and Traditional Song Instructor
- Arrange for a caterer for lunch and dinner
- Look for a photographer/videographer for event
- Coordinate with MDTC/DFN for boat travel arrangements into Kingcome
- Design a t/shirt with BC logo and totem pole for giveaways; also need to make copies of Lahall and other celebration songs and copy Melkwala DVD's for giveaways
- Draft agenda for gathering
- Submit financial paperwork for payments and prepare the final report also
- Contact elders and members who have not had a change to go home to Kingcome ever or for years; plus, help look for billets
- Keep a log of activities and submit with invoices

Job posting deadline: Friday, May 24th, 3 p.m.

Please send resume and cover letter to Joy Voyageur, Acting Administrator, executive.director@mdtc.ca or fax to 250 924 3406

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