



SPIRIT VALLEY DAYS COORDINATOR POSITION **2018** FOR WDBC

Project Overview: West Duluth Business Club seeking an energetic, outgoing, organized, and committed individual to coordinate the West Duluth Business Club's 2018 Spirit Valley Day's Festival, occurring the first weekend of August 2018. This person will be responsible for fundraising, will co-chair the volunteer steering committee, and will provide ongoing planning and project management including 24/7 management of the event, which usually takes place for several days, beginning February 2018 through project wrap up in September 2018.

Project Goals and Target Audience: The Spirit Valley Days festival has brought friends, neighbors, and the business community together over the first weekend of August since 1979. The Spirit Valley Days Festival grew out of a desire by the Business Club to encourage people to explore West Duluth, with the festival showcasing the wonderful shopping, dining, entertainment, and recreational opportunities that exist here. We seek to bring people from near and far to the core business district during the afternoon and evenings throughout the five day festival. Community organizations, non-profits, and West Duluth area businesses are encouraged to add to the fun and excitement by becoming part of the planning process by working with the planning committee to add complementary events to enhance the core festival location (Ramsey Square area of Grand/Central/57th Ave West) activities. West Duluth bar owners facilitate the Street Dance, and are active on the festival steering committee. Historically, several local businesses have been active in the planning of the event and relationships have been developed in order to maintain the support needed to sponsor the festival each year.

I. **Scope of Work and Deliverables:** The coordinator serves as the sole fundraiser to support expenditures necessary to present the event; co-chairs the volunteer steering committee; plans, schedules, and leads all meetings of the committee and any sub-committees (as needed), such as the parade sub-committee, Miss West Duluth sub-committee, Car Show subcommittee, etc.; prepares and ensures completion of all tasks (in cooperation with the stakeholders of major events) necessary for to successfully present all aspects of the festival; ensures proper planning and appropriate submission of all necessary paperwork and permits to allow event(s) to occur; works directly on-site with volunteers/crafters/vendors/and impacted local businesses throughout the event, which requires being available for 12-15 hour days during the festival; seeks committee input & final approval for all expenditures; tracks all income and expenses in cooperation with the business club board representative; and prepares marketing & media strategies for committee approval. Essentially, said responsibilities involve all necessary aspects of planning a local festival, from its inception and planning to coordinating all the action during the event through its conclusion and final accounting.

II. **Timeline:** Contract bids being accepted by West Duluth Business Club board until Jan 15, 2018.

III. **Principal Contact:** Susan Coen WDBC President (email:Susan.coen.czz4@statefarm.com) 218-624-3658

IV. **Compensation:** Per contract as specified by individual requesting the coordinator position.

V. **Format Proposal :** Submit Bids to Susan via email or mail **to PO BOX 7064 Duluth, MN 55807-7064**