



Festival Workshop Director

Job Summary:

The North Cascades Bluegrass Festival Workshop Director is responsible for managing all aspects of the festival's workshops.

Duties/Responsibilities:

- Communicates and coordinates with all participating artists and festival management to establish workshop topic, curriculum and schedule.
- Writes up Workshop descriptions for inclusion on the festival website and program.
- Co-ordinates with Festival Operations Director for furniture/equipment needed for each workshop location.
- Works with festival staff to ensure proper set-up and equipment is available for each workshop.
- Serves as the point of contact for all artists and volunteers involved in the workshops.
- Provides guidance and direction to volunteers assisting with workshops.
- Troubleshoots any issues that arise during workshops, including equipment malfunctions or artist cancellations while ensuring that the workshops run on schedule.
- Assists marketing team with the promotion of the festival workshops.

Qualifications:

- Passion for bluegrass music and knowledge of the genre's history and traditions
- Strong organizational and communication skills.
- Ability to work well under pressure and manage multiple tasks simultaneously.
- Experience managing events or workshops preferred.
- Availability to work the entire duration of the festival and attend pre-planning meetings.
- Basic level of understanding and use of Microsoft's Word, Excel, and Outlook.

Physical Demands:

This position may require standing or walking for extended periods of time, as well as lifting and carrying equipment and light furniture. The Director should be able to work outdoors in varying weather conditions.

The North Cascade Bluegrass Festival is the primary fundraiser for the Whatcom Parks and Recreation Foundation and is held every Labor Day Weekend at the Deming Log Show Grounds and is located near Bellingham, WA.