EXPRESSION OF INTEREST – Event Coordinator

Event Information

The Wooden Boat Museum of Newfoundland and Labrador will be holding a three day event “Trinity Seduction” in Trinity, NL on October 5, 6 and 7th, 2016.

The themes, based on the traditions and skills of Newfoundland’s wooden boats, will focus on:

i. The importance of safeguarding ICH (a complex and valuable Community asset)
ii. Product development for cultural tourism
iii. Youth engagement and experiential learning opportunities

The Trinity Seduction will be centered in Trinity, Trinity Bay with delegate accommodations spread out amongst the rooms available in vacation and heritage homes and inns located in the larger Trinity Bight. Participants will be encouraged to travel to the sessions by chartered coach and use the coaches as their mode of transportation from arrival to departure. Sessions will be held in the historical properties operated by the Trinity Historical Society, the Fisher’s Loft Conference Centre, the Dock Marina, properties of the Rising Tide Theatre and the harbour waters.

Cultural immersion

Enforcing the idea that pieces of intangible cultural heritage are important but there is greater strength in the sum of the pieces the event will be laced with pieces of cultural experience. The programme is designed to create time and space between formal sessions for short performances of traditional music, dramatic performance vignettes of historical events, demonstrations of artisanal skills from oar construction and the making of whiffs to filleting fish.

The harbour will host a gathering of wooden boats and the last session on the last day will be an “on the water” skills competition between mixed teams formed from the assembly.

Local foods served in traditional dishes and modern adaptations will be catered in partnership with the Bonavista Institute for Cultural Tourism.

Visual artists will have the opportunity to have their work displayed for sale on the walls of the Fisher’s Loft Conference Centre for a season. Winner of the competition will be honored on the opening night of the Capacity Development Project Programme.
Evenings will include a traditional Newfoundland kitchen party and a closing dinner with an historical drama presentation by the cast of the Rising Tide theatre company.

A master of ceremony will offer insights on the value of Newfoundland’s rich maritime heritage at each plenary session.

An Event Coordinator will be responsible for:

**Management and coordination of all logistics related to the three day event in Trinity.** In addition, he/she will provide support for Capacity Building Project Committees leading up to October 2016. This support will include, but not be limited to:

1. **Sponsorship**
   a. Determine levels, types & themes for sponsorship
   b. Identify core sponsors, including governments, institutions, media, suppliers and other appropriate suppliers and organizations
   c. Develop list of benefits for each level, including visibility, signage on website and throughout the conference and in media
   d. Design sponsorship package
   e. Develop call for sponsors and partners
   f. Follow up with sponsors regarding agreements and payments

2. **Branding and Marketing**
   a. Assist in developing creative design and branding
   b. Direct targeted campaigns for delegates, exhibitors and media
   c. Direct production of website page, news releases, presentation slides, presentation kit, advertisements, banners, signage, save the date, reminders, etc.

3. **Logistics**
   a. Determine requirements, mapping, supply lists
   b. Develop agreements and contracts for catering, bus transportation, accommodations
   c. Determine audio visual requirements; develop agreements and contracts

4. **Conference Materials**
   a. Event Guide
   b. Registration Kits
   c. Name Tags
EOI Requirements and Contact Information

This position will be on a part time contract basis, spread over a period of 18 months (May 2015 – October 2016). Prospective Bidders are asked to provide a summary that includes:

- Relevant experience;
- Qualifications;
- Number of hours committed each month;
- Monthly Cost Breakdown; and
- Details of two representative projects.

Deadline for submissions is March 31, 2015

For further information contact: Beverley King, Project Manager
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