Contract Employment Opportunity

2026 Elk Valley Pride Festival Planner

Fernie Pride Society is pleased to offer a position for a community-minded, compassionate, and eager individual or team to fill our position of 2026 Elk Valley Pride Festival Planner. If you agree with the following statements, we want you to apply:

- → You enjoy contributing to your community using collaboration and relationship building
- → You enjoy creative planning, live events, and project execution.
- → You love teamwork but are great at working independently.

Rate of Pay: $6,000 to $7,500 dependent on experience and proposal

Job Term: February 1, 2026 to September 30, 2026

Location: Onsite or hybrid remote but Manager(s) must be onsite for the entire duration of the 2026 Elk Valley Pride Festival which takes place from September 16-20, 2026 in Fernie, BC.

Submission Details: Deadline to submit your interest in this position is Friday, January 9, 2026, 5pm. Late applications will not be accepted. Single document, .pdf applications to be submitted via email to info@ferniepride.ca with the subject line: “EVPF Festival Planner 2026.” Selected applicants will be available for in-person or online interviews in the week of January 19, 2026.

Interested applicants should submit a proposal including the following:

- Cover letter outlining relevant experience and interest in the project.
- Resume demonstrating experience with event or festival management.
- Two professional references.
- Although not required, proposed concepts for Festival events and activities are appreciated and considered in our evaluation of creativity and understanding of the Elk Valley Pride Festival and Fernie Pride Society.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise
- Quality and clarity of proposal
- Alignment with Fernie Pride Society's values

Job Details: This is a temporary, fixed term, contract position and the successful applicant is responsible for their own WorkSafe, CRA reporting, and associated payables. Fernie Pride Society is to be invoiced monthly for services provided. Applicants are independent contractors and will not be an employee of Fernie Pride Society.

Purpose: The 2026 Elk Valley Pride Festival Planner is responsible for working in partnership with the Fernie Pride Society Board of Directors and the Festival Committee to manage, coordinate, and execute the 2026 Elk Valley Pride Festival taking place from September 16-20, 2026 in Fernie, BC. The successful applicant will play a key leadership role in planninng festival operations, coordinating events and volunteers, and ensuring the delivery of a professional, safe, and joyful Pride celebration. If this sounds like you, Fernie Pride Society encourages you to apply!

About the Elk Valley Pride Festival: The Elk Valley Pride Festival is a growing festival hosted by Fernie Pride Society and takes place in Fernie, BC in the third week of September, annually. 2026 is the 10th year of the event. The festival is dedicated to creating inclusive, affirming spaces for 2SLGBTQ+ community members, allies, and visitors. The festival highlights queer art, culture, history, and community with strengthening connections and visibility.

Scope of Work: The Festival Planner will lead the planning, coordination, and execution of the 2026 Elk Valley Pride Festival. Key responsibilities include, but are not limited to:

Leadership and Coordination

- Track progress and ensure all deadlines are met in relation to the event.
- Provide monthly written updates and action items to the Fernie Pride Society Board.
- Attend Board meetings to provide updates as requested.
- Meet as required or requested with the Fernie Pride Society Chair or Festival Committee.

Festival Planning and Production

- Lead all stages of planning, from conceptualization to execution.
- Collaborate with the Fernie Pride Society Chair or Festival Committee, community partners and sponsors, and the City of Fernie.
- Develop and maintain a master program schedule, ensuring timely information-sharing.
- Coordinate all logistics, including production, staging, audio-visual, security, licensing, and accessibility needs.
- Manage contracts and invoicing for vendors, performers, and suppliers.
- On-site Festival management
- Oversee set-up, schedule, and execution of all live events.
- Volunteer management.
- Serve as on-site quality control and escalation lead for technical or operational issues.

- Develop and implement Festival marketing plans.
- Work with relevant partners to ensure inclusivity, safety, and accessibility.
- Develop and maintain comprehensive documentation of all festival operations, including vendor management processes, volunteer protocols, timeline templates, and decision-making frameworks to ensure institutional knowledge and operational continuity.
- Upon completion of 2026 Elk Valley Pride Festival, provide Fernie Pride Society Chair or Festival Committee with debrief and lessons-learned review and documentation

Required Qualifications

- Demonstrated experience coordinating and staging live events or festivals.
- Exceptional organizational and administrative skills, including managing budgets, timelines, and reports.
- Strong interpersonal and communication skills, with experience working across diverse community groups.
- Proven ability to lead teams, manage multiple projects, and perform under pressure.
- Familiarity with accessibility standards and inclusive event practices.
- Creative problem-solving skills and flexibility to adapt.

Fernie Pride Society reserves the right to accept or reject any or all proposals and to negotiate with preferred applicants. All work produced under this contract will remain the intellectual property of Fernie Pride Society.

Fernie Pride Society is committed to employment equity and prioritizes applications from underrepresented groups. In recognition of structural and systemic barriers to education and employment, we will work with applicants where possible to address gaps in experience. Fernie Pride values the experiences and skill sets gained through non-traditional employment; including lived experience, unpaid or emotional labour, and community organizing.
We encourage applications from qualified candidates who reflect the diversity of our communities. If you have a disability and require accessibility accommodations throughout all stages of the application and employment process, please contact info@fernie̲pride.ca.

Fernie Pride acknowledges that we reside on land located within Qukin ʔamakʔis, the unceded traditional territory of Yaq̓it ʔa·knuqƛi’it. We recognize that we live and work within their vast lands. ʔakanuxuni̓k are from Yaq̓it ʔa·knuqƛi‘it and are members of the Ktunaxa speaking peoples of Columbia, Idaho, and Montana.