| **Job Title:** | Director, Festival Operations | **Job Class:**  | Director |
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| **Division:** | Operations  | **Department:** |  |
| **Reports To:** | Executive Director  | **Term:** | 2 Years |
| **Job Description** |
| **Position Summary:**The Director of Festival Operations is responsible for the overall planning, coordination, and execution of Pride Winnipeg’s annual festival at The Forks. This role ensures that all operational aspects including logistics, permits, vendors, site management, safety, accessibility, and volunteer coordination are delivered smoothly, efficiently, and in alignment with Pride Winnipeg’s mission and values. The Director collaborates closely with other Directors, community partners, and stakeholders to create a safe, inclusive, and vibrant festival experience for all participants.**Duties & Responsibilities:*** Lead the planning and execution of Pride Winnipeg’s annual festival operations, including the Pride Parade, Festival at The Forks, and related large-scale events.
* Oversee site logistics, including staging, tents, fencing, security, accessibility, sanitation, power, and transportation.
* Manage permit applications, insurance, and compliance with municipal regulations, safety standards, and accessibility requirements.
* Manage festival operations volunteers, ensuring they are supported and engaged.
* Coordinate with vendors, suppliers, and contractors to ensure timely delivery of goods and services.
* Develop and monitor festival operations budgets, tracking expenses and ensuring cost-effective use of resources.
* Work collaboratively with the Director, Festival Programming to align programming and operational needs.
* Create and manage operational timelines, run-of-show documents, and contingency plans.
* Ensure that all festival operations reflect Pride Winnipeg’s mission, values, and brand, with a focus on accessibility, safety, sustainability, and inclusivity.
* Prepare post-festival reports to evaluate operational success, identify areas for improvement, and inform future planning.
* Represent Pride Winnipeg as a community ambassador, maintaining a positive and professional presence.

**Skills/Qualifications:*** Bachelor’s degree in event management, operations, project management, or a related field (or equivalent experience).
* Minimum three years of experience in large-scale event or festival operations.
* Strong project management and organizational skills, with the ability to manage multiple priorities and deadlines.
* Experience coordinating logistics for outdoor events, including permits, site planning, and vendor management.
* Excellent leadership skills with the ability to manage and motivate volunteers and teams.
* Strong budgeting and financial management skills.
* Knowledge of accessibility standards, safety regulations, and risk management for large public events.
* Excellent communication and relationship-building skills with diverse stakeholders.
* Knowledge of 2SLGBTQ+ community, culture, and issues is a strong asset.
* Ability to work evenings, weekends, and extended hours as required during the festival period.
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| **Last Updated On:** | 08-14-2025 | **Updated By:** | Brittney Frias |