

Chilliwack Mural Festival — Festival Production Coordinator

Who We Are

The Chilliwack Mural Festival is a community-powered public art initiative that transforms downtown Chilliwack, BC, into a vibrant open-air gallery. Since 2020, we've celebrated art, music, and culture through murals, performances, and interactive programming. In 2025, the festival will run from August 7–17, with lead-up events and community activations throughout the summer.

The Role: Festival Production Coordinator

We're looking for a highly organized and enthusiastic Festival Production Coordinator to support the planning and execution of events leading up to and during the Chilliwack Mural Festival. The Festival Production Coordinator will work closely with the Chilliwack Arts Council Executive Director and CMF Production Lead to help deliver memorable, smooth-running, and inclusive experiences for artists, volunteers, partners, and the public.

This is a hands-on, people-focused role ideal for someone who thrives in dynamic environments, enjoys problem-solving on the fly, and cares about building stronger, arts-infused communities.

Key Responsibilities

- Provide logistical and on-site coordination of Chilliwack Mural Festival events under the guidance of the Festival Director.
- Act as a point of contact for local business partners, vendors, and contractors.
- Assist with volunteer orientation and communications and help supervise volunteers during events.
- Support outreach and relationship-building with community partners and local organizations.
- Assist with the creation and delivery of Artist or Performer emails and festival onboarding and communication materials.
- Contribute to festival strategy and planning as a collaborative, engaged team member.
- Assist with administrative and logistical tasks, including scheduling, permits, shopping, and inventory.

What We're Looking For

- Passion for community engagement, events, and public art.
- Friendly, outgoing personality with strong interpersonal skills.
- Experience or interest in event coordination, hospitality, or arts management.
- Confidence working both independently and as part of a collaborative team.
- Strong organizational and problem-solving abilities.
- Comfortable using Google Workspace (Gmail, Drive, Docs, Sheets).
- Ability to interpret and act on feedback.
- Reliable, punctual, and capable of handling multiple priorities under pressure.
- Willingness to work outdoors and on-site at events.
- A valid driver's license and access to personal transportation is considered an asset.
- Assets (not required): Experience with sound equipment, or building business partnerships

An Empowering Work Environment

Chilliwack Mural Festival is powered by a dedicated team of artists, organizers, and culture workers committed to creative placemaking and social impact. We celebrate diversity and are guided by values of inclusion, anti-racism, and equitable representation. We welcome applicants from all backgrounds and strongly encourage Indigenous peoples, racialized individuals, LGBTQIA2S+ folks, people with disabilities, and women to apply.

Outcomes for the Successful Candidate

- Grow your skills in project coordination, community engagement, and event planning.
- Gain professional mentorship in arts production and nonprofit operations.
- Build relationships with artists, local businesses, and municipal partners.
- Take an active role in delivering a large-scale cultural festival.
- Develop confidence in handling fast-paced, real-world event logistics with creativity and care.

Compensation & Schedule

- Term: July 2 – August 25, 2025
- ~30 hours/week) starting in July, increasing to full-time during the festival
- Compensation: \$22.75/hour + 4% vacation pay
- Evening and weekend availability required during festival dates (schedule discussed in advance).
- Location: On-site at mural locations and festival events in Chilliwack

How to Apply

Submit your resume and cover letter via the following link:

Applications 2025 Deadline: Friday, May 9, 2025 at 5:00 PM PST

Your cover letter should answer the following questions:

1. Why are you interested in this role with Chilliwack Mural Festival?
2. What are your transferable skills and experiences related to this position?
3. Why do you believe public art is important for Chilliwack?

For more information about our festival, visit: chilliwackmurfestival.ca

This position is funded by Canada Summer Jobs and is open to individuals aged 15–30 as of May 1, 2025.