



CONTRACT OPPORTUNITY: EVENT COORDINATOR

Application Deadline: September 30, 2026

The SpringFest Committee – a group of volunteers from the Town of Hardwick, Hardwick Downtown Partnership (HDP), Kiwanis Club of Hardwick, The American Legion, Civic Standard, Center for an Agricultural Economy (CAE), and others are looking for an independent contractor to lead the Committee beginning in October 2026 and running through June 2027 to coordinate SpringFest 2027.

Scope of Work:

The SpringFest Coordinator is responsible for establishing and maintaining leadership, organization, and strong collaboration with volunteers to coordinate Hardwick's largest annual community celebration on Memorial Day weekend ~ Friday, May 28 and Saturday, May 29, 2027.

Compensation:

Stipend \$5,000 (\$625 per month for eight months October - May. *Form 1099-NEC will be issued by HDP*)

Scope of Services:

Collaborate with all area organizations to develop a regular meeting schedule. Oversee all operational logistics, programming, regulations, and marketing of the entire event. Provide leadership to expand fundraising efforts for event. Develop volunteer, performer, and vendor management methods that include scheduling, and recruitment.

Assist Kiwanis Club with growing participation and planning of traditional Parade planning as needed.

Coordinate with HDP President & Treasurer on complete event budget and overall accounting.

Desired Qualifications:

Ability to lead and develop a team atmosphere including leadership, advocacy, and negotiation skills.

Demonstrated clear, concise and effective oral, written and virtual communication skills.

Personal confidence and ability to take initiative and work independently.

Ability to establish relationships and collaborate effectively across cultures and constituencies that include public officials, town staff, area businesses, and local organizations.

To Apply:

Please submit cover letter and resume via email to: shari@hardwickdowntown.org