



### **Powwow Coordinators Job Description**

New Native Theatre is hiring a Coordinator for our Third Annual Reclaiming Our Identities Two Spirit Powwow.

**Responsible for:**

Leading powwow committee meetings

Creating powwow committee meeting agendas

Listen to committee members and create a schedule for the powwow and activities from their input

Keeping notes of powwow committee meetings

Working with NNT staff to:

- Do outreach to community
  - Such as working with NNT staff to create flyers, etc..
- Secure vendors
  - Get them paid
- Staff the powwow
- Contact and hire Head Staff & Emcee(s)
- Coordinate volunteers
- Invite guest artists to perform
- Help with rentals such as stage, table cloths, etc...
- Coordinate with community orgs to table
- Coordinate food
- Stay within budget
- Acquire security
- Coordinate gifts for participants

Other tasks as needed.

This temporary 30/hr per week position begins March 1, 2024 and ends June 31, 2024 for a fee of \$10,000. If you are interested, contact [rhiana@newnativetheatre.org](mailto:rhiana@newnativetheatre.org).