



The Coolest Celebration on Earth

The Saint Paul Winter Carnival is a 11-day celebration of Saint Paul's unique history and traditions. The 135<sup>th</sup> Anniversary of the Winter Carnival will run Thursday, January 28 – Sunday, February 7, 2021. During this time, Rice Park, neighboring Landmark Plaza, and Landmark Center in downtown Saint Paul will feature glistening ice sculptures, live entertainment, and fun activities for all! Most events are free/low cost to attendees.

## Global Market Coordinator

**About:** Our Global Market is a celebration of international cultural, goods, and cuisine. Vendors representing countries from all over the world can sell their homemade food and goods. This event is free to attendees and also includes cultural performances and activities for children. The Global Market Coordinator will oversee the event and its logistics.

### Duties include:

- Reaching out to organizations/vendors to participate in event
- Coordinating family-friendly activities during event
- Assisting with day-of event logistics
- Marketing event to attendees

### Skills Desired:

- Communication – must be willing to reach out to various organizations/vendors and request their participation
- Organization – must be willing to keep track of event details
- Event planning – knowledge or previous experience planning events is a plus

### Benefits:

- Gain and further develop leadership, event planning, and communication skills
- Connect with a network of volunteers from all over the Twin Cities
- Give back to one of Saint Paul's oldest and most beloved traditions

### Position Timeline:

- September – 1<sup>st</sup> monthly committee meeting, create list of organizations/vendors to reach out to, brainstorm event activities, and finalize application
- October – 2<sup>nd</sup> monthly committee meeting & begin reaching out to organizations/vendors
- November – 3<sup>rd</sup> monthly committee meeting & finalize vendors/performances
- December – 4<sup>th</sup> monthly committee meeting & begin marketing
- January – 5<sup>th</sup> monthly committee meeting & continue marketing event
- During Winter Carnival – Be available during event to assist where needed

**Time Commitment:** Must be willing to attend monthly festival committee meetings and be available during Global Market event. Commitment of 1-2 hours per week September – January and 8 hours during Winter Carnival.

If interested, please contact [info@spfhf.org](mailto:info@spfhf.org) for more information.