



## Porcupine Mountains Music Festival Program Director Position

### BACKGROUND:

The Friends of the Porkies is a 501.c.3 non-profit organization, whose mission is “Connecting People to the Magic of the Porcupine Mountains Wilderness State Park”. Our organization works closely with Park staff on many projects. The Friends programs include Artist-in-Residence, Folk School, Porcupine Mountain Music Festival, Trails and Youth Programs.

The Music Festival is an important Friends program. What began as a small event to attract visitors to the area is now entering its 20th year. The festival’s framework is well established, and we are seeking someone to build on that foundation, continue its success, and take it to the next level.

The Friends are looking for a future program director for the 2027 Music Festival, a 2-day event which is held the Friday and Saturday before Labor Day weekend more details can be found at [www.porkiesfestival.org](http://www.porkiesfestival.org).

The festival takes place at the Park’s Winter Sport Complex and features three stages: an outdoor main stage, an indoor stage in the ski chalet, and a busking barn stage on the grounds.

The festival has several paid stipend positions including Director, Treasurer, Assistant Director, Booking, and Volunteer Coordinator to assist in the festival planning all year round. There are approximately 19 crew chiefs for each of the tasks for the on-site festival that are volunteer positions. The major crew chiefs are parking, grounds setup, stage managers, artist liaisons, artist hospitality and Green Room, first aid, marketing, social media, merchandise, kids tent and activities, and security. There are approximately 160-200 volunteers during the event.

### JOB DESCRIPTION:

The Program Director is responsible for the organization and production of the 2027 Music Festival. This is a paid stipend position not a paid staff position. The primary duties are:

1. Be the “Face of the Festival”
2. Communicate with the Friends Board on a regular basis
3. Help select an Assistant Director to oversee the day-to-day operations of the festival.
4. Coordinate activities of the Assistant Director and Treasurer on a regular basis throughout the planning year.



5. Responsible for the fiscal duties of the festival. Work with the treasurer to develop a budget to be approved by the Friends Board and oversee the festival budget.
6. Oversee the booking of the main stage and chalet artists. There is a booking committee to do research and provide recommendations for artists. The booking committee will be responsible for initial contact and outreach to the artists with approval from the Director.
7. Negotiate and execute the artists' contracts. Oversee other contracts such as the stage, sound, etc.
8. Oversee media communication and press releases.
9. Be present or delegate to be present at local events such as Hometown Christmas/Ticket Sales Kickoff, Copper Fest
10. Communicate with festival crew chiefs. Assistant Director will be the main contact for crew chiefs during the festival and the Volunteer coordinator to be the main contact person for festival volunteers.
11. Present updates at monthly meetings (in person or via video calls)
12. Be on-site at least the week before the festival and through the middle of the following week to help with on-site operations.

This position does require in person monthly meetings March-September to coordinate the festival. The Director will also be required to be on site the week before and several days after the festival. Most of the remaining work can be accomplished via phone, video conferencing and email.

The framework of this festival has been in place and would like to have continue to make the festival 2027 and beyond a huge success.

## **COMPENSATION:**

This position is a contract position and no benefits are provided. The compensation is \$6,000 to manage and organize the Porcupine Mountains Music Festival which is operated under the Friends of the Porkies a 501.c.3 non-profit organization. It will be paid in several increments based on mutual agreement.

This position has been a part-time volunteer position, and it is estimated that there will be approximately 10 to 20 hours per month with increasing to 40 hours the week before and after the festival. It is also estimated that during the contract signing time for the 12 main stage contracts it will be ½ hour to an hour for each contract. Contract negotiation typically is handled via email.