



Chapleau Cree First Nation

P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

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BIDDING OPPORTUNITY

Provision of Event Management Services to Chapleau Cree First Nation For Creefest

Chapleau Cree First Nation requires a Coordinator to provide support for Creefest event management on Chapleau Cree First Nation reserve.

The Creefest Coordinator will be required to be available full time from July 20th to July 26th, and available for occasional contact and consultation from at least May 10th, 2025. Some coordination may be required after the end of the event.

Creefest is an annual festival organized by the Mushkegowuk Council, featuring music, workshops, concerts, cultural activities, games for all ages, food and craft vendors, and a Powwow. Chapleau Cree First Nation is the 2025 host for this event.

The Coordinator will be expected to work in close collaboration with Mushkegowuk Tribal Council, and CCFN Chief and Band Administrator on all aspects of the event management needs. The successful bidder will be expected to provide support, liaison, and assistance for:

- Booking Accommodations
- Booking Travel
- Developing Sponsorships and Partnerships
- Managing the Budget, facilitating payment of invoices, honoraria, and other expenses
- Coordinating Evening Music Programming
- Acting as Main Stage Manager
- Liaising with the Sound Company
- Sourcing and Liaising with the Electrician and other trades as necessary
- Coordinating Opening Acts
- Coordinating with Vendors
- Coordinating with Elders, including 1 Daily Elders Breakfast
- Acting as the Facebook Page Coordinator and any other communications as deemed necessary
- Liaising with Chapleau Municipality and the Mayor
- Coordinating Opening and Closing Remarks
- Coordinating Site services, including Sanitation and First Aid

Interested candidates are welcome to submit a bid:

Edith Larocque, Band Administrator
Chapleau Cree First Nation
P.O. Box 400
Chapleau, ON P0M 1K0

or by email to bandadmin@chapleaucree.ca

Subject Line: Creefest Coordinator

Note: Electronic bids missing the above subject may be missed from consideration.

Deadline to submit bid will be May 1st, 2025.