

Upper Bear Creek Community Council is seeking to fill two volunteer positions:

A MUSIC COORDINATOR for our community's annual Music in the Park at Cottage Lake concert series, and a WEB AND SOCIAL MEDIA MANAGER.

We serve over 22,000 residents of the unincorporated area of King County surrounding Upper Bear Creek, unincorporated Woodinville. Every year, we host a series of free concerts for all ages in July and August. The MUSIC COORDINATOR requires the following skills:

- Apply for grants each autumn
- Hire and contract with local, diverse musicians and bands in the winter and early spring for four to six consecutive Thursday evenings in the summer (about 2.5 hours each evening)
- Secure rental of Cottage Lake Park's space, including permits and insurance
- Advertise concerts, including flyers and banners
- Be on site at each concert to introduce each band, provide water, and ensure coordination between performers and the King County Parks and Recreation staff
- MUST live in Woodinville or the Upper Bear Creek area of unincorporated King County

This volunteer position varies in work from less than 5 hours a month most of the year to up to 10 - 20 hours per month in July and August. A small, annual stipend may be available.

Our current SOCIAL MEDIA COORDINATOR AND WEBMASTER will need to scale back volunteer work after this summer, and needs someone to take up duties for at least the 2020 - 2021 concert seasons. The position requires:

- Updating the UBCCC web site with seasonal meeting times and annual concert schedule
- Posting important local information to the UBCCC Facebook page, including concert schedules, meeting times, and other noteworthy information in the area
- Assisting with online promotion of the annual Music in the Park at Cottage Lake concert series, i.e. posting Craigslist ads seeking bands, posting to concert calendars of local publications, and informing local Facebook and Nextdoor neighborhood groups
- MUST live in Woodinville or the Upper Bear Creek area of unincorporated King County

Volunteer position requires approximately 5 hours of work a month, but can vary or increase slightly in the summer. A small, annual stipend may be available.

Interested in volunteering for either position, please contact Nancy Stafford at [nancy@go2email.com](mailto:nancy@go2email.com).