



Norfolk NATO Festival

Title: Parade & Warehouse Associate
Department: Norfolk NATO Festival
Reports to: Director of Operations
Location: Norfolk, VA
Type of Employment: Seasonal/Part-Time
Hourly Wage: \$20/hr

Between the dates of January 31, 2027 and no later than June 30, 2027 and to assist at the warehouse and building of the floats leading up to events on Saturday, April 24, 2027.

[Mainly Fridays & Saturdays between 9:30am-2:30pm (warehouse open to volunteers 10AM to 2PM) with possible additional dates added closer to week of April 24.]

With the following services and responsibilities:

- Assist NNF Parade & Warehouse Coordinator, NATO Representatives and NNF staff in all warehouse and parade storage issues including electricity, security, maintenance, organization, upkeep etc.
- Work with Nations on their floats
- Assist in serving as the POC for nations wishing to access the warehouse
- Assist in the coordination of parade platform loading/unloading
- Assist in coordinating the move of storage unit contents if needed
- Assist with the float coordination on-site at Downtown Norfolk staging area as needed
- Keep track of individual expenses and receipts
- Assist Festival staff and volunteers with post-season packing and storage of all floats and materials to proper storage areas no later than June 30, 2027.

Skillset Requirements:

- Works well independently and has strong problem solving, time management, and organization skills.
- Excellent organizational skills and attention to detail
- Knowledge and thorough understanding of power tools, workshop safety and policies
- Must be able to lift at least 15 pounds at a time

NNF will provide general liability insurance for events outlined above.

NNF will provide compensation 1099 for tax purposes, and reimbursement of expenses with accompanying receipts, provided that they are agreed to in advance by NNF Staff. Volunteers do not have authority to authorize expenses.

NNF will provide compensation for overall duties listed above commensurate with experience.