



**in Waimea:
Mana Christian Ohana
(Old Kahilu Town Hall)
and
YMCA Mynuke Ole Park**

**TASTE OF THE HAWAIIAN
RANGE, INC. BOARD**

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**2018 Taste of the Hawaiian Range
Job Opening for a Logistics Coordinator**

Deadline to Apply: May 4, 2018

Background

The Taste of the Hawaiian Range is an educational non-profit, 501(c) (3) organized to encourage, support and promote local production of agricultural products in Hawai'i through social, cultural and scientific exchanges and events. Further it encourages, extends and promotes the development of sustainable farming and ranching endeavors in Hawai'i and showcases the ability of Hawaiian farmers and ranchers to produce unique and quality agricultural products.

In its 22nd year, Taste of the Range is changing its focus to share the importance of all types of Hawai'i agriculture while acquainting keiki with farm animals and how agriculture is the science, art and practice of producing food.

Taste of the Hawaiian Range and Agriculture Festival provides a venue for sustainable agricultural education, plus encouragement and support of locally produced agricultural products. This premiere ag-tourism event is a cooperative partnership of organizations supporting local agriculture including, but not limited to CTAHR University of Hawaii, Hawaii Cattlemen's Association, [Hawaii Cattlemen's Council](#), Kulana Foods, Hawaii Beef Producers, UH-Hilo CAFNRM, Hawaii County Research and Development, Hawaii Community College Culinary Program, Hawaii Community College Agricultural Program, Kamehameha Schools, KTA SuperStores, Pacific Radio Group and many community volunteers.

Agriculture Festival

For the first time the Taste of the Hawaiian Range will include daytime, agricultural-themed activities and exhibits at Waimea's YMCA Park, with plans for horseback rides and viewing of livestock animals complete with educational displays. Community school groups and organizations will be invited to provide food concessions for daytime attendees. Admission to the park exhibits is free. Also planned are tours to local farms to see firsthand where some of our locally produced foods come from. Ag-related classes and the annual Cooking Pasture-Raised Beef 101 will be offered during the day inside the classroom building adjacent to Mana Christian 'Ohana Hall behind Parker Ranch Center.

Evening Gala

Featuring over 20 culinary stations, the evening Taste will be both inside and out of the hall and open to 500 attendees. Tickets will go on sale August 1 both online and at select islandwide locations.

Logistics Coordinator Duties and Responsibilities

PRIMARY FUNCTION: Work with the Taste of the Hawaiian Range officers and committee chairs to plan and execute the Agricultural Festival and Taste Gala events.

Scope of Work:

1. Facility:
 - a. Parking
 - b. Layout / Needs – make assignments of locations for daytime event vendors at park and evening gala culinary/beverage stations
 - c. Oversee Set-Up / Clean-up of park premises and gala inside hall
 - d. Oversee tent setup at hall with Big Island Tents, obtain any permits if necessary
 - e. Work with Fire Marshal and Health Inspector
 - f. Arrange for tables, electricity, water, etc as needed for gala
 - g. Secure portalets
 - h. Arrange for security/police if necessary
 - i. Oversee trash management
 - j. Oversee placement of signage at site, providing content to Hafner Communications
2. Work with committee chairs to insure all necessary forms are completed and we have copies or originals.
 - a. Food permits: Work with Exhibits/Vendor Chair and Culinary Chair on process
 - b. Photo/video permissions
3. Gala Supplies: Order and distribute paper products for participating chefs/restaurants like paper plates, napkins, forks/spoons, bowls, etc.
4. Volunteers:
 - a. Coordinate Community Volunteers
 - Work with committee chairs on need
 - b. Request, identify, coordinate assignment and train
5. Coordinate Registration Table/Sites:
 - a. Organize volunteers to collect gala tickets
 - b. Assist gala ticket holders in filling in surveys on tickets
 - c. Distribute gala wristbands
 - d. Organize distribution of programs at day event and gala...count attendees at day event (good to have count for getting grants)
 - e. Organize volunteer sign in
6. Wristbands: Determine and purchase wristbands for various gala attendees
7. Report to the Co-Chairs with progress and updates of their responsibilities.

8. Attend 10am Committee meetings at NEHRC in Honokaa, 3rd Friday of every month.
8. Perform other duties as required to fulfill responsibilities.
9. Be at event site September 28 and 29, 2018 to coordinate event setup and event.

This position will start ASAP. If you are interested in this position, please provide your proposed fee by May 4, 2018 to Co-Chair Russell Nagata at rnagata@gmail.com. Kindly include any work experience you have doing these logistics coordinator duties, references and how you can be reached. Questions: phone co-chair Jeri Moniz, 808-960-8411 or Fern Gavelek, 808-329-0833.