



Contest Director

Position Summary

The Contest Director is responsible for planning, organizing, and coordinating all contests conducted during the Isle of Eight Flags Shrimp Festival. The Director oversees contest logistics from planning through completion, ensuring each contest is safe, well-organized, entertaining, and conducted in a fair and professional manner. The Director works closely with festival leadership, sponsors, volunteers, judges, and contestants to provide enjoyable experiences for participants and spectators.

The Isle of Eight Flags Shrimp Festival is the largest event in Nassau County with an annual attendance of approximately 150,000. The Shrimp Festival committee is an all-volunteer committee with an Executive Board and 19 committee directors.

This is a volunteer position.

Festival Contests

The Contest Director coordinates contests that may include, but are not limited to:

- Children's Pirate Costume Contest
- Adult Pirate Costume Contest
- Beard Contest
- Ice Cream Eating Contest
- Shrimp Eating Contest
- Additional contests approved by the Festival Executive Board

Key Responsibilities

Contest Planning and Coordination

- Develop an annual plan and schedule for all festival contests.
- Establish contest rules, eligibility requirements, and timelines.
- Ensure contests are conducted in a safe, organized, and family-friendly manner.
- Recruit volunteers to assist with contest operations.

Application Process

- Develop and maintain contestant application and registration forms.
- Establish registration deadlines and procedures.
- Revise contest rules as needed.
- Verify contestant eligibility.
- Coordinate on-site registration when appropriate.
- Maintain participant records and waivers .
- Communicate contest rules and expectations to participants.

Judges

- Recruit qualified and impartial judges for each contest.
 - Confirm judge availability and participation.
 - Provide judges with contest criteria, scoring guidelines, and schedules.
 - Ensure contests are judged fairly and consistently.
 - Prepare score sheets and judging materials.
 - Maintain confidentiality of judging results until officially announced.
 - Resolve judging questions in accordance with established contest rules.
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Contest Supplies and Equipment

- Identify all supplies needed for each contest.
- Coordinate procurement of contest materials through donations or approved purchases.
- Coordinate supplies such as: Registration materials, tables and chairs, signage, score sheets, etc.
- Coordinate contest area setup and clean up.

Awards and Prizes

- Work with the Sponsorship Director to obtain prizes and awards.
 - Verify availability of trophies, plaques, ribbons, gift certificates, or other prizes.
 - Ensure prizes are properly displayed and available prior to each contest.
 - Coordinate presentation of awards immediately following each contest.
 - Assist presenters and emcees with winner announcements.
 - Ensure winners receive appropriate prizes and recognition.
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Recognition of Winners

- Coordinate with the Public Relations & Marketing Director to promote winners through festival website and social media.
 - Coordinate winner photographs with photographers and media.
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Safety and Event Operations

- Ensure contests comply with all applicable safety guidelines.
 - Monitor weather conditions and assist with schedule adjustments when necessary.
 - Ensure food handling procedures are followed during eating contests.
 - Address participant concerns professionally and promptly.
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Committee Collaboration

The Contest Director works closely with Executive Board, Public Relations & Marketing Director, Sponsorship Director, Entertainment Director and Volunteer Director to host successful contests throughout the festival.

Qualifications

- Commitment to the mission and values of the Isle of Eight Flags Shrimp Festival.
 - Strong organizational and event planning skills.
 - Excellent communication and interpersonal skills.
 - Proficiency with email, spreadsheets, and basic record-keeping systems including MS Office Suite and Google documents.
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Time Commitment

- Year-round volunteer position with one committee meeting per month and weekly meetings in April.
- Active participation during festival setup, contest operations, and post-event wrap-up.
- Participation during festival weekend.

Goals of the Position

To conduct safe, fair, and entertaining contests that enhance the festival experience.

Additional Information/Questions

Contact: Mary Molusky, Chairman
Chairman@shrimpfestival.com

To Apply: [Application Link](#)