



JOB POSTING

LOGISTICS COORDINATOR

Employment Type: Fixed Term Contract

Start Date: Starts August 16, 2018; ends October 15, 2018

Hours: Varying throughout contract. Estimated average of 12 hours per week in August; 28 hours per week in the first half of September, and full time and above during the festival (September 19 - 30), which includes long days, evenings and weekends on-site; concluding with 14 hours per week for the remainder of the contract. Involves evenings and weekends, especially during the festival.

Reporting to: Technical Manager

Supervising: N/A

Salary/fee: \$5,200 flat for the contract

The Calgary International Film Festival's Mission

To entertain and engage audiences by curating the most innovative and compelling films, and creating remarkable festival experiences.

The festival is a 12-day showcase of up to 200 multi-genre films from Canada and over 40 other countries, hosting gala events, screenings, award ceremonies and special presentations. Additionally, the festival co-presents other programs, such as Doc Soup, throughout the year.

Role

The Logistics Coordinator is responsible for the festival's transport of equipment, and the tracking and setup/strike of all festival materials and displays.

Responsibilities include:

- Production Vehicles
 - Coordinate the rental, pick up and return of vehicles from/to rental company
 - Ensure secure overnight parking of rented vehicles, and for other times when not in use
 - Work proactively with all departments to anticipate all transportation needs of materials and equipment in advance of the festival
 - Transport all materials and equipment on behalf of all departments
 - Be on-call to field any additional last minute transportation requests that may arise from any department from time to time
- Distribution and tracking of materials
 - Create and implement a packing system (itemized inventory and packing lists, sign in/out protocols, etc.) to ensure adequate location tracking of all festival materials and prevent lost/missing items
 - Return all equipment and materials to the Festival office (if owned) or to source (if rented/borrowed) at the end of the festival
- Set-ups & strikes
 - Participate hands-on in setups and strikes of materials, signage and displays (including red carpets & step-and-repeats) in support of all departments before, during and after the festival, including (but not limited to):
 - Promotional events & media conferences
 - Festival Box Office
 - Guest Relations welcome station
 - Galas and special events
 - Red carpets and step-and-repeats

- Artist lounge
 - Filmmaker Interaction Series events
- Volunteers:
 - Manage a team of volunteers and/or coordinate venue volunteers as required to assist with setups and strikes
 - Manage a team of Mover Crew volunteers to assist with moving festival equipment
 - Participate in volunteer training as required
- Contribute to post-mortem process and meetings
- Provide detailed post-mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished following the festival

Qualifications:

- Outstanding collaborator and team player
- At least two years' professional experience in festival and event production
- Experience procuring, scheduling and transporting materials, equipment, personnel and services for a large festival
- Experience using project/event management database systems; quick learner of new systems
- Experience running casual set up and strike crews
- Exceptional problem-solver
- Excellent communication skills, both verbal and written
- Ability to multitask, and to work calmly and excel under tight timelines
- Proficiency in standard Office software applications
- Ability to participate 'hands on' in set ups and strikes, such as lifting and pushing objects of up to 50 lbs
- Proficient in the use of simple tools (e.g. wrench, screwdrivers, drills, etc.)
- Valid driver's license, able to provide a clean driver's abstract, and qualified to drive a rental vehicle (thus be 25 years of age or older)
- First Aid training is an asset

To Apply

Email a resume and cover letter **in a single document** to hr@calgaryfilm.com by **Monday, July 16, 2018**. Please use "Logistics Coordinator" as the email subject line. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.