



# JOB POSTING

## FLEET COORDINATOR

**Employment Type:** Fixed Term Contract

**Start Date:** Starts August 16, 2019; ends October 15, 2019

**Hours:** Varying throughout contract. Estimated average of 16 hours per week in August; full time and above during the festival (September 18 - 29), which includes long days, evenings and weekends on-site; 8 hours per week in October.

**Reporting to:** Guest Relations Manager

**Supervising:** N/A

**Salary/fee:** \$5,500 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

A key part of the Guest Relations team, the Fleet Coordinator delivers ground transportation for the festival's invited guests using its fleet of rented vehicles.

Responsibilities include:

- Oversee the transport of the festival's invited guests
- Coordinate the festival's fleet of guest transport vehicles
- Coordinate with the Logistics team regarding the sharing of any vehicles between the Guest Relations & Logistics units
- Train and schedule volunteers for fleet shifts, and oversee necessary paperwork (waivers, etc.)
- Coordinate with Finance & HR Director regarding drivers' abstracts and related fees
- Notify all necessary staff regarding delays or schedule changes
- Coordinate with Publicist regarding guest interview schedules and related fleet requirements
- Drive a festival vehicle/cargo van as required
- Set up and strike materials related to fleet coordination in Festival HQ
- Assist all departments with fleet-related requests as required
- 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 one-year professional experience in festival/event production

- At least one year of professional experience with fleet/vehicle dispatch and coordination
- Experience using project/event management database systems; quick learner with ability to learn new systems
- Experience leading volunteers
- Excellent problem-solver and communicator
- Ability to multitask, and to work calmly and excel under tight timelines
- 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)

## To Apply

Email a resume and cover letter **in a single document** to [hr@calgaryfilm.com](mailto:hr@calgaryfilm.com) **no later than 4:00 pm, Wednesday, July 31, 2019**. Please use "Fleet 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.