

Job Title: Event Logistics Coordinator

Company: Northern Lights Festival Boreal

Location: Sudbury, Ontario

Job Type: Full-Time, Temporary (Duration: 10 weeks)

Salary: \$17.50 per hour

Job Description:

We are seeking a detail-oriented and proactive Event Logistics Coordinator to play a crucial role in the seamless execution of Northern Lights Festival Boreal. The successful candidate will oversee various aspects of event logistics, including set-up and tear-down, vendor relations, artist riders, volunteer coordination, and overall festival logistics.

Responsibilities:

1. **Logistics Planning:**

- Develop and implement comprehensive logistics plans for the festival, including site layout, load-in/load-out schedules, and contingency plans.
- Coordinate with relevant teams to ensure all logistics elements align with the festival's goals and timeline.

2. **Vendor and Artist Coordination:**

- Act as the main point of contact for vendors, ensuring they have the necessary information, permits, and logistics support.
- Manage artist riders, ensuring their requirements are met in collaboration with the hospitality team.

3. **Volunteer Coordination:**

- Recruit, train, and schedule volunteers for various roles during the festival.
- Act as the primary contact for volunteers, addressing inquiries, providing guidance, and ensuring a positive experience.

4. **Set-Up and Tear-Down:**

- Supervise the set-up and tear-down processes, coordinating with production teams, vendors, and volunteers to ensure efficient execution.
- Oversee the placement of stages, booths, and other festival infrastructure according to the approved site plan.

5. **Customer Service:**

- Serve as a point of contact for festival attendees, addressing inquiries, concerns, and providing assistance as needed.
- Collaborate with the customer service team to ensure a positive and enjoyable experience for all attendees.

6. ****Collaboration:****

- Work closely with various festival departments, including production, marketing, and hospitality, to ensure seamless communication and coordination.
- Participate in pre-festival meetings and post-festival debriefs to identify areas for improvement.

Requirements:

- Proven experience in event logistics coordination, preferably in the festival or live events industry.
- Strong organizational and multitasking skills with meticulous attention to detail.
- Excellent interpersonal and communication skills for effective collaboration with diverse stakeholders.
- Ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities.
- Familiarity with safety regulations and permits related to event logistics.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their relevant experience and interest in the position to logistics@nlf.ca.

Join us in making Northern Lights Festival Boreal an unforgettable experience for our community!