SCHEDULING COORDINATOR

The Scheduling Coordinator (SLC) will maintain and implement all scheduling needs for the festival. The SLC will work closely with the Festival Director and Logistics Coordinator, as well as work alongside each of the other coordinators to ensure smooth implementation of all festival elements.

This is a detail-oriented position. Please consider this when applying.

- Familiarize with each of the committee roles and responsibilities.
  - The SLC will work most closely with the FD, but needs to understand the importance of how SLC fits with each committee role.
- Follow up with FD bi-weekly beginning in February to ensure all timelines and schedules are maintained for efficiency.
  - Schedule recurring email touch point.
  - Regularly check both the "MTM FEST MASTER PLAN" and the day-of timeline/schedule documents.
    - These documents are crucial to the overall success of the festival as they are used to communicate both internally and externally.
- Keep detailed notes of all pre-festival events.
  - These include events such as hikes, bicycle rides, off-site education, etc.
  - Work closely with the Education Coordinator and the Entertainment Coordinator and their subcommittees.
- Keep detailed notes of the festival timeline and overall schedule.
  - This includes all activations or attractions, featured education clinics, musicians, vendors, overnight security guards, waste and recycling, etc.
  - A copy of the previous timeline and schedule will be provided to be built upon.
  - Work closely with all coordinators to ensure solid communication and efficiency.

- Implement the planned schedule with all other committee members.
    - This includes the days leading up to and the days of the festival.
    - This role will be very active the days of the festival.