



LOGISTICS COORDINATOR

The Logistics Coordinator (LC) will oversee all logistics coordination for the festival. The LC will work closely with the Festival Director and Scheduling 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 LC will work most closely with the FD, but needs to understand the importance of how LC fits with each committee role.
- Follow up with FD bi-weekly beginning in February to ensure all elements are maintained for efficiency.
 - Schedule recurring email touch point.
 - Develop schedule to 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.
- Work with FD, Vendor Coordinator and Education Coordinator on developing the festival site plan through OnePlan.
 - Log in credentials will be shared.
- Reserve rental needs for the festival.
 - Festival Director will have contact information for past rental needs.
 - Familiarize with past rental needs and determine if any new rentals are needed.
 - Keep detailed list of all rentals, including companies, items/products, invoices, monetary amounts, etc.
- Work closely with the Volunteer Coordinator and Sustainability Coordinator to ensure success of their roles before and during the festival.
 - Follow up with Volunteer Coordinator on a scheduled basis.

- Work with Sustainability Coordinator to map out most efficient locations for waste, recycling, compost, Trash Warriors, etc.
- Be ready to implement and coordinate with the Scheduling Coordinator the days before and days of the festival.
 - Make sure each document is thoroughly checked and ready to implement the plan(s) in place.
 - Confirm plans with each coordinator and work closely with the SLC the days of the festival.