

# UpTown Market Logistics Coordinator Position

Position: approximately 5 hours a week during market season, about one hour per month from October - June

Objective: To manage all logistic needs, set up, tear down, coordinate all electrical needs vendors and all other site logistic needs of the Market

## Responsibilities:

- Manage all aspects of layout and electrical and all other needs for the Market
- Review all vendor requirements prior to agreements issued by Vendor Coordinator to ensure needs can be met
- Work closely with venue staff to ensure that market requirements are met and that the space is booked accordingly
- Work closely with Event and Outreach coordinator to ensure that needs for activities can be accommodated
- Provide layout diagrams to vendors, staff and volunteers as necessary
- Assist the Entertainment Coordinator to ensure that all needs for entertainment are met
- Confirm all equipment rental needs
- Work with Volunteer coordinator to ensure enough volunteers are present to assist with logistics needs
- Oversee set up and Take Down of Market

## Tasks:

- Attend regular board meetings
- Adjust site plan to changing needs and plan for last minute adjustments
- Communicate with Vendor Coordinator and Volunteer coordinator to ensure resources are available

## Market Days:

- Coordinate set up and take down of market site
- Ensure all rental equipment has been arranged
- On site from start of set up to tear down or arrange for an alternate to manage tasks
- Be on hand during the operating times of the market in case additional needs arise (change in weather)
- Ensure site is clean and secure before departure and that all rental equipment is returned.

## Requirements/Skills:

- Be a great leader
- Logistical skills
- Customer Service
- Adaptable and calm under pressure

- Excellent communications skills (written & verbal)
- Highly organized and good plan management skills
- Flexible
- Experience and knowledge of market site management an asset
- Physically able to perform required tasks of set up and take down

Logistics Coordinator Targets:

1. Secure venue rental agreements
2. Review all location requirements, equipment requests, and electrical needs of all vendors
3. Review all music event and activity related requirements
4. Communicate and distribute layout with necessary members and volunteers

Logistics Coordinator Budget Planning: Budget approval for upcoming Festival season to be used on Site and Equipment needs

Coordination work with other Board members (known timelines):

1. Work closely with Vendor Coordinator on all ongoing and last minute vendor requests (ongoing support pre and post- market)
2. Work closely with Event and Outreach Coordinator on all ongoing and last minute event and activity equipment and site request
3. Work closely with Volunteer coordinator to ensure that volunteers required for set-up and take down are arranged

Critical Timelines:

4. Secure all site set up and tear down etc.

Critical Processes:

1. Working with Market Board of Directors to ensure smooth process in all areas of market planning and production