



Productions/Logistics Coordinator

Description: The Production/Logistics Coordinator is responsible for the festival/event site itself, the setup/takedown of the site and its components, emergency protocol, parking as well as general site safety for the day of the event. It is extremely important that this person understands the scope and importance of his/her role. Production manages the physical site and all logistical matters within the site. The job entails working with all coordinators to determine their particular needs and how the production crew will meet their requirements. Checking the location, conditions, timing, and scheduling, producing a site plan and map, obtaining all the necessary services and equipment, and developing a risk assessment and contingency plan, are the major aspects of production.

Responsibilities:

- Have the knowledge and experience to carry out the activities for site development, organization and implementation
- Have full understanding of emergency protocol, requirements, and procedures
- Be an organized individual capable of scheduling and overseeing the many logistical elements that will take place simultaneously on the day of the event
- Be a good leader and an effective communicator
- Have strong problem-solving skills and the ability to stay calm
- Determine what can and cannot be done through discussions with city officials, local police services, fire marshal, and physical surveys of the site
- Communicate and determine all supplementary requirements from all coordinators
- Secure stage, security, chairs, tables, power generators, outdoor wi-fi, porta-potties
- Develop Emergency Action Plan

Requirements:

- At least 1 year of experience in large scale productions and event planning
- Commit to You Matter 2 from September 2021 - June 30, 2022
- Attend bi-weekly (twice a month), 1.5 hour Juneteenth team meetings
- Strong organizational skills
- Good communication skills, including written, oral, and interpersonal;
- Ability to use computers, email, and similar tools;
- Ability to get along with different people; and
- A passion and a sense of humor are definite assets.
- Resident of a local South Suburban Community
- Dedicated to the mission of You Matter 2 and Juneteenth