

East Coast Music Conference and Awards Sydney - Cape Breton

Job Opportunity

Title: Operations Coordinator

Duration: 15 weeks (January to April 2016)

Contract Fee: \$7500.00

Employer: East Coast Music Association Inc.

The East Coast Music Association is currently seeking an Operations Coordinator for East Coast Music Week 2016 located in Sydney, Nova Scotia. The successful candidate will be based in the Halifax area and will report directly to the Event Operations Manager. The Coordinator is responsible assist in the planning and execution of the logistics of East Coast Music Week 2016.

General Tasks:

Support the Event Operations Manager in the following key areas:

- Venue management & coordination including: room set-up & layout; food & beverage; décor; A/V and front of house including hospitality/green room set-ups.
- Assist in the management of Festival housing blocks.
- Provide support to the transport team to arrange vehicle pick up and drop off and provide schedules and department requests in a timely manner.
- Assist with operations volunteer training and supervision.
- Provide support to Registration, Volunteer and Box Office as required.
- Signage coordination and venue dressing.
- Work with Manager to control and track expenses.
- Create daily runs sheets.
- Develop and evaluative report, identifying best practices, sharing logistics templates for use for future festival projects.

Qualifications:

- Previous experience working in event operations.
- Have strong organizational skills, detailed oriented with a strong ability to prioritize and multi-task and meet deadlines.
- Be reliable, hard-working, conscientious and a team player with a positive attitude.

- Proven interpersonal and leadership skills, experience with volunteer-run organizations, work well independently and with others.
- Be creative, resourceful, flexible, and take initiative.
- Demonstrate appropriate problem solving capabilities, be able to assess and handle difficult situations.
- Have excellent communication skills, both verbal and written.
- Specific experience with, or knowledge of, the regional music scene, and multi-event operations is also desirable.
- Must be willing to work flexible hours including evenings and weekends, and be able to travel to Sydney for from April 11 – 18 for East Coast Music Week.

To Apply:

Interested individuals should apply by submitting a resume and cover letter to the following e-mail address: operations@ecma.com. **Applications must be received by 5:00pm AST, January 4, 2016. Only individuals chosen for interviews will be contacted.**