



SAINT JOHN / NB
APRIL 26-30 2017

Job Opportunity

Title: Transport Coordinator

Duration: (January to May 2017)

Employer: East Coast Music Association Inc.

Time Commitment: P/T as required to complete duties; Must be willing to work flexible hours including evenings and weekends, particularly during the East Coast Music Awards event (April 26-30, 2017).

Contract Fee: \$1500.00

Reporting to the Operations Manager, the successful candidate will manage ground transport for ECMA 2017 in Saint John, New Brunswick. This includes scheduling airport pickups, event shuttles, and pre-scheduled trips for artists and delegates.

General Tasks

- Work with International Program and Conference staff to determine transportation requirements and prepare and manage schedule of airport transfers for international delegates and conference guests.
- Work with Operations and Artist Relations to determine requirements and prepare and manage schedule for gala artists' airport transfers and local ground transportation.
- Work with the Volunteer Coordinator to recruit volunteer transportation crew and provide training and support.
- Review and update Transportation policies and guidelines based on Saint John requirements.
- Work with vehicle supplier sponsors to coordinate pick and return of vehicles in a timely manner.
- Create a system to track vehicles, gas receipts, and communication devices ensuring they are returned in excellent condition.
- Organize and schedule a system to transportation for delegates to showcases and special events as required.
- Set-up and maintain Transport HQ and work with Volunteer Coordinator and Operations to ensure crew has adequate supplies.
- General administrative duties as they arise including but not limited to database management of the transportation schedule.
- Prepare final report to include an overview of the role with observations and recommendations, access to related documents and provide statistical data as requested no later than May 12.



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Qualifications

- The ideal candidate will have experience in event planning and logistics
- Dependable, professional, personable and possess strong verbal and written communication skills
- Computer skills (experience with Macintosh software an asset)
- Must be outgoing and assertive and have excellent verbal skills
- Must have excellent organizational skills, excel at attention to detail and work well in a high-pressure environment
- Must have a valid driver's license
- Must be 21 years of age or older
- Knowledgeable in working with volunteers and understand the dynamics of working with volunteers
- Bilingualism an asset

Requirements:

- This position is in Saint John, and the ECMA office is in Halifax, therefore the individual must be self-directed.
- Must be willing to work/flexible/late hours including evenings and weekends, particularly during the East Coast Music Awards (April 26 - 30, 2017).

To Apply:

Interested individuals can apply by submitting a resume and cover letter to the following address jobs@ecma.com. Only individuals chosen for interviews will be contacted.