

2019 TRANSPORTATION COORDINATOR

Job Description



The Toronto Reel Asian International Film Festival (Reel Asian) is Canada's largest pan-Asian film festival showcasing films and videos by South, East and Southeast Asian artists from Canada, US and around the world. This year Reel Asian celebrates its 23rd year with 9 days of film screenings, industry panels, parties and special events so mark your calendars! Reel Asian takes place November 7-15, 2019 in Toronto and North York.

The Transportation Coordinator will assist the Operations Driver to execute the master movement plan, as designed and revised by the Operations Manager (OM) for the 2019 festival.

QUALIFICATIONS & EXPERIENCE

- Highly detail-oriented
- Proficient in a Mac environment
- Driver's license and clean driving record an asset but not required
- Prior film festival experience preferred, particularly in logistics
- Knowledge of Toronto, geography and landmarks
- Strong communication skills
- Able to represent Reel Asian professionally
- Ability to multi-task
- Ability to work under changing conditions and tight timelines
- Takes initiative to problem solve

PRIMARY RESPONSIBILITIES

Fulfill the execution of the master movement plan

Rides with the Ops Driver and works with the OM to support/execute changes to the plan as necessary

Help move and transport festival assets - job requires some lifting and could involve late hours

Other duties as required

COMPENSATION

An honorarium of \$500 will be provided upon completion of contract.

TIME COMMITMENT

Generally no more than 12 hours between first pick-up and last drop-off of the day, from November 1 to November 18, 2018. There is often a lot of down time throughout the day between transport runs, so it isn't 12 continuous hours of driving around. The schedule is highly variable from day to day and is revised in response to changing conditions as the festival unfolds.

HOW TO APPLY

Please submit your resume to Chris Chin, Operations Manager by email to jobs@reelasian.com with "2019 Transportation Coordinator" in the title. All applications will be reviewed but only those selected for interviews will be contacted.

QUESTIONS?

For more information about Reel Asian, visit www.reelasian.com