

2008 Festival Job Description

POSITION: Transportation Coordinator

DEPARTMENT: Guest Services & Transportation (GST), Operations

HIRE DATES: February 18, 2008 – April 18, 2008

SALARY RANGE: \$650 to \$750 a week

REPORTS TO: Guest Services Manager

WORKS WITH: Programming, Press & Publicity, Production, Marketing and Special Events

Please send resume and cover letter to jobs@afidallas.com. Please put TRANSPORTATION COORDINATOR in the subject line.

The **TRANSPORTATION COORDINATOR (TRNCo)** for the 2008 AFI DALLAS International Film Festival is responsible for coordinating transportation needs for all AFI DALLAS filmmakers, special guests, press, and other special guests. The TRNCo is responsible for the scheduling and deployment of all sponsored vehicles, shuttles and other vehicles in the AFI DALLAS Festival fleet. The TRNCo will work with other members of the Guest Services Department to address all guest ground travel needs and coordinate the dispatching of vehicles to meet these needs on a prioritized basis. The TRNCo reports to the Guest Services Manager and works closely with the Filmmaker Coordinator and the Guest Services Coordinator in order to provide exemplary customer services to AFI DALLAS patrons.

JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS

- Coordinate transport of filmmakers, VIPs, talent and members of AFI DALLAS in a timely, friendly and comfortable manner
- Plan, coordinate, and execute a shuttle system that incorporates all AFI DALLAS screening venues, AFI DALLAS host hotel, and Victory Park for all credentialed AFI DALLAS constituents including volunteers.
- Liaise with the Sponsorship & Marketing Departments on crucial auto sponsorship activation, including the coordination of the fleet of sponsored cars and the professional driver scheduling for Centerpiece screening nights and special events. If applicable, coordinate the sponsor driving training with the Sponsorship Producer.
- Administer daily schedule of AFI DALLAS transportation needs and work with the other AFI DALLAS departments to identify needs and expectations.
- Coordinate filmmaker pick-ups and drop-offs at the airport with the Filmmaker Coordinator and the Guest Services Coordinator during the run of the Festival.
- Coordinate with the Press & Publicity Department and contracted or sponsored limousine service for timely pick-up and transfer of VIP's to AFI DALLAS events.
- Coordinate with the Operations Manager to determine parking needs and arrangements for the fleet of AFI DALLAS vehicles.
- Keep a detailed spreadsheet of all vehicle-related expenditures (gas, cleaning, etc.) and provide receipts for every purchase to the Operations Manager. In advance of the festival, create a budget for expenditures and work with Operations Manager to determine the necessary financial outlays (petty cash, gas cards, etc.).

- With the Volunteer Director, recruit a team of transportation volunteers. If volunteer recruitment falls short two weeks before the festival start date, create a budget of anticipated expenditures to hire professional drivers and submit that to the Director of Operations.
- Handle any issues that may arise between drivers, volunteers, festival attendees or members of the staff in a professional manner.
- Work with the Production Department in the delivery of all sponsorship or special event product in a timely manner.
- Assist the rest of the Guest Services Department with coordinating all special vehicles runs based on priority and need determined by the Guest Services Manager, Director of Operations and the Managing Director.
- Manage the pick-up and delivery of food with the Volunteer Coordinator for volunteers three times a day during the Festival.
- Provide an accurate report of any damages incurred during the use of any vehicle of the AFI DALLAS fleet to the Operations Department.
- Provide a comprehensive wrap report as outlined in our FEST policy book and turn in to Operations Dept. during your exit interview, which will take place a few days before employment is complete.
- All job specific reports and files must be organized and turned in to the Operations Dept. at your exit interview.

Experience/Skills Required

- Two years managing the transportation needs of a large scale festival or multi-day special event required.
- Professionalism and decorum in handling high-profile Festival guests, which can be articulated and instilled in all transportation team members required.
- Extreme patience and excellent organization skills required.
- Ability to work independently and take initiative required.
- Excellent team leadership and problem resolution skills required.
- Intimate knowledge of Dallas and navigating the city required.