



90 Benchmark Road, Suite 300

Avon, CO 81620

POSITION: Logistics Coordinator, Vail Dance Festival

LOCATION: Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

STATUS: Active

VAIL VALLEY FOUNDATION – OVERVIEW

Since our inception in 1981, the Vail Valley Foundation’s mission has been to “provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley. We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County, access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community’s youth reach their potential.

LOGISTICS COORDINATOR, VAIL DANCE FESTIVAL

This part-time seasonal position works closely with the Festival Manager to execute the logistical elements Vail Dance Festival. This individual is responsible for coordination and management of all Festival transportation and lodging for visiting artists, companies and staff including travel (airfare, rental cars, airport transfers and local transportation), as well as serving as the direct point of contact for logistical details for all artists, staff and volunteers for the Vail Dance Festival. This includes maintaining open lines of communication, leading by example and maintaining a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. This position works alongside the Vail Dance Festival's Personnel, Operations and Volunteer Coordinators to ensure that all logistical details are executed to the highest standard.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Transportation Management

- Works closely with the Festival Manager and Personnel Coordinator to book, coordinate and execute all necessary airfare, rental cars, airport transfers and local transportation for visiting artists, companies and staff.
 - Booking flights and ground transportation to/from Vail.
 - Placing, coordinating and booking transfers with contracted ground transportation providers, with a focus towards expense management and containment while providing the highest level of care.
 - Managing, reviewing and coordinating VVF vehicles, rented vehicles and shuttle transportation fleet.
- Works with Festival Manager, Volunteer Coordinator and volunteers during the Festival event window to coordinate and execute:
 - Airport pick-ups/drop-offs
 - In-town VDF shuttle loops
 - On demand transportation/lodging requests
- During the Festival, this position serves as the Daily Transportation Manager on Duty with support from the VVF Operations Team and VDF Operations Coordinator, and those responsibilities include:
 - Being the main point of contact for onsite transportation/lodging needs
 - Managing transportation hotline
 - In collaboration with VDF Operations Coordinator, VDF Personnel Coordinator and VVF Volunteers, execute all necessary in-town transportation, including post-rehearsal shuttles.
 - Create, update and maintain daily transportation schedules by proactively assessing transportation needs and quickly pivoting to address any requests.
 - Working with VVF/VDF staff and volunteers for onsite needs
 - Additional responsibilities include but are not limited to radio disbursement, bank oversight and reconciliation, vehicle review and upkeep, and database upkeep (required ability to work within LimoAnywhere system).

Lodging Management

- Placing, coordinating and booking rooms with contracted lodging contacts for 2022 Festival staff, performers/artists, VIPs and other key personnel.
- Maximizing available attrition and efficiently utilizing contracted lodging inventory.
- Maintaining accurate lodging records to ensure all personnel are accommodated and that information can be effectively distributed in coordination with Festival Manager and VDF Personnel Coordinator.
- Track and update cost projections for lodging expenses, and communicate those with the Festival Manager.
- Serve as primary point of contact for lodging properties, with responsibilities including, but not limited to:
 - Communicating rooming lists and updates, including name changes, early arrivals and late departures.
 - In-event problem solving and relationship management.
 - Lodging inventory management, including requesting additional rooms/nights or releasing unused rooms/nights.

Other

- Continually review and audit all transportation and lodging plans to ensure all details are accurate and up to date.
- Proactively identify, resolve and communicate potential issues or concerns that may affect logistical needs or schedules.
- Provide clear and consistent communication to Festival Manager to ensure all logistical needs are met.
- Assist in Festival Headquarters build and strike, including pre-Festival prep and post-Festival wrap-up.
- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative and computer skills.
- Ability to create a Festival environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management, problem solving and negotiation skills.
- Excellent communication skills.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Ability to perform physical labor.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.

- Successful candidates must provide proof of vaccination for COVID-19 due to the nature of the work of the Vail Valley Foundation.

ADDITIONAL PREFERRED SKILLS:

Special events and festival experience (minimum 3 years). An interest in the arts, specifically dance is not required but preferred. Prior lodging and transportation management experience preferred.

BENEFITS AND COMPENSATION:

This is a part-time seasonal position. This position begins May 2, 2022, working remotely until July 10, 2022, at which point this position is required to work in-person from Vail, Colorado during the Festival. This position will conclude after the Festival on August 12, 2022.

From May 2, 2022, until July 10, 2022, this position is paid hourly at \$20/hour, working remotely for approximately 10 hours per week. From July 11, 2022, to August 12, 2022, this position will be paid a flat fee of \$3,500, working approximately 48 hours per week.

From July 10, 2022, to August 13, 2022, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book and arrange all necessary travel to/from the Festival, including air travel and ground transportation.

TO BECOME A CANDIDATE:

Please send a cover letter, resume and references to cmorgan@vfv.org.