

Signage & Logistics Coordinator

Job Title: Signage and Logistics Coordinator

Reporting to: Operations Manager

Brief summary: The Signage and Logistics Coordinator is responsible for the management of logistics operations, including the transportation, receipt, storage, distribution and return of goods and equipment that may be required. They will also manage any informational, decorative, or sponsor signage that is being used at the event.

Key tasks & responsibilities checklist

Pre-event	Completed (✓)
Liaise with the Operations Manager to determine furniture, fixtures & equipment (FF&E) and signage requirements and to check if cleaning & waste management has been agreed with the venue	<input type="checkbox"/>
Develop the event day plan for Logistics (deliveries, storage, distribution, collection, etc.), including the signage plan (what will be used, where, who and how is it being set up/taken down, etc.)	<input type="checkbox"/>
Event day	
Brief all Signage and Logistics volunteers at start of day	<input type="checkbox"/>
Assign volunteers to their roles and positions	<input type="checkbox"/>
Coordinate and oversee the work of all Volunteers	<input type="checkbox"/>
Check in with volunteers throughout the day, rotate volunteer positions as necessary	<input type="checkbox"/>
Ensure cleaning & waste management plan is implemented	<input type="checkbox"/>
Collect all equipment and signage	<input type="checkbox"/>
Make sure areas being used are returned to their original state	<input type="checkbox"/>
Ensure all equipment is returned in working order. Advise Operations Manager of any damaged or lost equipment.	<input type="checkbox"/>
Thank volunteers and gain any feedback from their experience and pass same onto the Operations Manager.	<input type="checkbox"/>