



## OPERATIONS COORDINATOR

The **Operations Coordinator** position is a critical piece of the Oxygen event production puzzle. This person is responsible for making sure that all events are fully staffed with the right people at the right time. They shecy in staff at larger events. They develop daily schedules for our trucks and van making sure that our gear arrives and is picked up on time. In this position, there will be additional administrative work including assisting the sales team type up quotes, and other clerical duties needed.

As with the best plans, last minute changes/problems can occur. This person needs to be prepared to react at a moment's notice. As our events occur at all hours of the day and on weekends, we expect the Operations Coordinator to try to fix problems in a timely manner. So for those people who want a purely 9-5 job in which they switch off their phone and email when they leave at 5 then this probably isn't the right fit for you.

Our ideal candidate is meticulous, organized and a self starter. They are looking to find a company where they can learn and grow and would be willing to stick around for at least 3 years. They work hard and play hard (like our team here!).

### **Main Responsibilities:**

- Staffing - enter all events into our staffing software system making sure all events are fully staffed and filling any emergency positions as needed; make sure staff have all the necessary information in order to be prepared for success; manage staffing agencies as needed
- On-site staff check-in - attend load-in and possibly breakdowns to check staff in at larger events.
- Recruiting & training - regularly try to expand our roster of drivers and operators; schedule trainings for technicians; provide first line of support for freelancers; provide training for drivers of Oxygen's guidelines
- Plan of action - create a daily plan of action for our drivers in terms of where and when they need to be; keep in regular contact with them; adjust as business needs change
- Manage staffing for out of town events - including managing external staffing agencies and developing crew information package, managing travel and accommodations as required
- Sales support - assist sales team in entering data for quotes as needed

### **It is a bonus if you have:**

- Prior experience in the AV industry

### **OXYGEN EVENTWORKS**

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