



36<sup>th</sup> ANNUAL MIAMI DADE COLLEGE'S  
MIAMI FILM  
FESTIVAL



MARCH  
1-10  
2019



## **TRANSPORTATION COORDINATOR**

**Type: Seasonal, Full-Time**

**Position Runs: February 18 – March 13, 2019**

Transportation Coordinator is responsible for facilitating logistical local transportation needs based on guest travel accommodations, programming schedule, and other official Festival events.

Responsibilities include:

- Serving as secondary point of contact for all guest travel needs and requests during the Festival
- Working with Guest Services Coordinator to schedule and dispatch all ground transportation needs, including airport arrivals, departures, and guest movements during the Festival
- Working with Guest Services Coordinator to manage Festival's Airport Team and logistics
- Working with Festival's Transportation Company to train, schedule, and supervise driver team
- Organizing and providing necessary driver materials, including maps, schedule, and contact lists
- Tracking driver labor hours during the Festival to submit for post-Festival payment
- Working with Miami Dade College's Campus Services to coordinate vehicles' daily in and out schedule from parking lot
- Managing toll, gas, and car-wash expenses during the Festival
- Handling all vehicle issues that may arise, including ticket citations, vehicle towing, and crashes
- Arranging Festival rental vehicles delivery and return
- Providing wrap-up report

Emphasis will be placed on creating a top-notch guest experience and following a highly organized transportation system in an intense, high-energy environment. Candidates must be over the age of 25, possess a valid driver's license, be extremely detail oriented, and always exhibit flexibility and a positive outlook. Bilingual English/Spanish preferred.

Extended hours and weekend work will be required leading up to and during the Festival.

To apply, please email resume and cover letter to [maria@miamifilmfestival.com](mailto:maria@miamifilmfestival.com)