

Associate Logistics

As Associate, Logistics you will be responsible for the planning and execution of all Out On Bay Street Conference work related to venue, hotel, volunteers, registration, A/V, and other ad-hoc items. Your bread and butter are all the details that go into event planning.

Core Responsibilities

- Serve as the main point of contact between Start Proud and the conference venue.
 - Booking space for Conference activities and the development and communication of layouts/floor plans
 - Booking hotel rooms for delegates as required
 - Putting in catering and A/V requests
 - Handling all shipping and receiving to and from the venue
- Responsible for registration for the Conference;
 - Responding to delegate registration requests/concerns as required
 - Responsible for compiling delegate bags for the conference
- Responsible for managing volunteers for the Conference;
 - Recruiting & training volunteers to help on the day of the conference
 - Managing all volunteer needs during the conference
- Responsible for all logistics on the day of the conference:
 - Ensuring registration is set up appropriately
 - Ensuring that all rooms are set up according to previous communication with venue staff
 - Handling all ad-hoc requests related to Bar/Catering, A/V and other venue related items

Commitment

- ~5-10 hours per week from October-August & 30+ in September
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.

Reports to

- Vice President, Out On Bay Street Conference