



## Job Posting: Logistics Coordinator

**Position Start:** To start training during the current (2020) OIPA Season, to be ready to take over as the OIPA Logistics Coordinator for the 2021 OIPA Season.

**Time Commitment:** In addition to independent work throughout the season, the OIPA Logistics Coordinator will be required to attend all OIPA contests during the season for which they are employed. This is generally 6 weekends per season. There is also additional time required to participate in telephonic meetings and prepare for events.

Unit directors or other persons with affiliations may apply, but need to ensure that they can be present at every contest *in the capacity of the OIPA Logistics Coordinator*.

**Compensation:** TBD considering Circuit resources and qualification of candidate.

### **Preferred Qualifications:**

- The successful candidate will have experience and familiarity with the indoor pageantry arts (Winter Guard, Indoor Percussion, Indoor Winds).
- The successful candidate will possess exceptional organization and communication skills.
- The successful candidate will have a passion for the indoor pageantry arts.
- Familiarity with competitive circuit logistics and/or Competition Suite is a plus.

### **Job Duties:**

- Work and communicate with show hosts to plan contests.
- Organize materials for contests.
- Assist in scheduling flights and hotel accommodations for events.
- Manage unit registration, adjudicator profiles, and unit profiles on Competition Suite.
- Be the first point of contact for all logistical issues at all OIPA Contests.

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**Interested parties should reply to this posting with a letter of interest and a resume to:**

**Jonathan Lischak**  
**jmlischak1212@gmail.com**

**Application materials should be submitted no later than March 6<sup>th</sup>, 2020.**