

Site Facilities Coordinator

This position requires a commitment of approximately five hours a month from January through July. At festival the time commitment is Monday through Tuesday to work with the Rental Company, Porta Pottie Company and Set-up Crew to make sure all items on the contracts arrive and are placed according to the site map. On Sunday, the time commitment involves working with the take down crew to get everything torn down and loaded on to the rental company truck. At this time site facilities will make note of any damaged rental items. After fest, site facilities must call all vendors and make sure all terms of the contracts have been fulfilled. The successful applicant must have strong organizational, communication and negotiation skills as well as being able to work under pressure and stress.

Pre-festival duties consist of the following:

- Attend Dragonfest meetings as necessary or required
- Attend the site visit
- Month by month break down of activities are as follows:
 - January - Contact Columbia Sanitary to confirm dates for festival and to generate contract. Contact Treasurer to secure 50% deposit check
 - January/February - Sign contract, make copies of contract and deposit check, mail contract and deposit check
 - March - Contact Department Heads to determine what will needed in terms of pavilions, tables and chairs
 - April - Contact The Wright Group to plug in preliminary numbers and lock down delivery/pick up dates. Notify Directory of Operations of the preliminary contract amount. No deposit check is required for this vendor
 - May/June – Remind departments who haven't turned in the necessary rental property requests of the deadline. (No rental request received by the deadline will result in no equipment for those departments not turning the requests in.)
 - Beginning of July - Contact The Wright Group and plug in final numbers. Notify Director of Operations of contract amount
 - Mid July - Schedule shopping trip with Director of Operations to purchase table cloths, duct tape and any other supplies needed. Coordinate with Set up to deliver property to various departments at start of the festival and break down and return to Community Center at end of festival. (can be supplied early if requested by Set-up)
 - End of July/Beginning of August - Contact The Wright Group and Columbia Sanitary and reconfirm numbers and delivery dates. Make any last minute changes
- Monday before Festival: The Wright Group delivers and sets up the large pavilion for community center
- Tuesday before Festival:
 - The Wright Group delivers the rest of the pavilions, tables, chairs and steam tables with extra propane.
 - Columbia Sanitary delivers potties.
 - Delivery paperwork is signed off and balance due on both contracts is paid at this time.

Festival duties consist of the following: Once things are setup and port-a-potties in place there is little required of the Sites Facilities Coordinator until Sunday and the take down process.

Post-festival duties consist of the following:

- Reconfirm with set up/take down that they will bring everything back to Community Center.
- Contact all vendors.
- Report any issues, discuss any ideas for the next year to help with efficiency and thank all vendors for once again helping us put on a successful festival.