

Position Description and Key Performance Indicators

Position : Logistics Coordinator

Position Description:

The Logistics Coordinator supports the planning, coordination, and on-the-ground delivery of all CubaDupa & Summer Series site logistics. This role plays a vital part in ensuring the successful build, safe operation, and efficient pack-out of the festival. The Logistics Coordinator is the engine room of site delivery, ensuring suppliers, infrastructure, signage, and safety systems are installed, functional, and compliant.

They will work closely with the Festival Manager, Operations Manager, Production Manager, and Cuba Quarter Liaison to deliver a seamless and safe festival experience.

Extent of Contract:

Contract from 12/1/2026 to the 10/4/2026 for a total of 352 hours.

The hourly rate for this roles is \$28.95 for a total contract of \$10,190.40.

This contract excludes our shut down periord for the Christmas Break 22nd December 2025 - 02 January 2026

Reports to:	CubaDupa Festival Manager
Consults With:	Operations Manager , Production Manager, CubaDupa Festival Team, CubaDupa Director
Manages:	Suppliers, Crew, Volunteers

Key Relationships and Partnerships:

Festival Manager, Operations Manager & Production Manager, Cuba Quarter Liaison, External suppliers and contractors, Crew, Security, Emergency services

SKILLS REQUIRED:

1. Event Logistics & Infrastructure – Experience coordinating site plans, fencing, signage, power, sanitation, and accessibility infrastructure.
2. Supplier & Contractor Coordination – Skilled at sourcing, scheduling, and managing suppliers, ensuring on-time and compliant delivery.
3. Crew Management – Ability to scope, recruit, roster, and brief crew and volunteers for efficient and safe site operations.
4. Health & Safety Oversight – Knowledge of H&S protocols, risk assessment, and on-site hazard identification and escalation.
5. Operational Problem-Solving – Confident in managing live issues, escalating safety concerns, and keeping site operations running smoothly.
6. Festival Site Management – Hands-on experience with pack-in, festival weekend delivery, and pack-out processes.
7. Stakeholder Communication – Strong liaison skills with suppliers, internal teams, and venue/building contacts (e.g., body corps).
8. Documentation & Reporting – Skilled in maintaining site schedules, logging incidents, and contributing to post-event reports.
9. Technical & Software Proficiency – Competent with Airtable, Google Workspace, and basic event tech for scheduling, communications, and asset tracking.
10. Sponsor & Activation Delivery – Ability to support branding, signage, and on-site activations to meet partnership commitments.

Key Capabilities:

Pre-Festival Planning & Coordination – Coordinate infrastructure planning including fencing, signage, radios, and crew provisioning. Liaise with suppliers to confirm quotes and delivery schedules. Develop and maintain site-specific schedules, pack-in plans, signage plans, and infrastructure maps. Manage permissions from body corps and building owners for site use where required. Scope, recruit, and schedule site and production crew. Source and prepare equipment packs for install teams. Develop health and safety protocols in collaboration with Operations. Ensure accessibility infrastructure is incorporated into site planning. Use Airtable to manage tasks, update timelines, and track delivery.

Build & Pack-In – Lead the timed installation of infrastructure including fencing, power, sanitation, and signage. Oversee the delivery and installation of Info Booths and wayfinding materials. Ensure all safety systems (fire extinguishers, exit signage, emergency lighting) are in place. Walk the festival footprint regularly to identify hazards, obstructions, or delays. Ensure crew and volunteers are well-briefed, equipped, and scheduled. Monitor supplier compliance with festival policies and timelines. Deliver infrastructure and décor for themed areas and installations.

Festival Weekend Execution – Maintain an active and visible presence across the site throughout the weekend. Respond swiftly to operational issues, escalating safety risks to the Festival Producer or Operations Manager as needed. Track supplier performance and manage any delays or underdelivery. Monitor Stage Manager needs and provide logistical support. Manage crew welfare areas, including catering, crew rooms, and backstage spaces. Deliver sponsor signage and activations according to schedule. Record incidents and logistics notes for post-event debriefs.

Pack-Out – Oversee the return of hired equipment, radios, and safety infrastructure. Ensure contractors are signed out and all health and safety reports are completed. Coordinate the removal of signage and return of festival assets to storage. Clear and clean crew and backstage areas. Document key successes and challenges for inclusion in the post-event report.

Contracted Hours and Schedule:

The Contractor will work on a part-time basis throughout the contract, with hours structured to align with key project milestones and the delivery of the festival. During the first four weeks, the Contractor will work 16 hours per week, increasing to 24 hours per week for the remainder of the contract. Exact working days will be confirmed in consultation with the Festival Director.

Working Hours and Festival Commitments

Standard working hours are 8:30am to 5:00pm, Monday to Friday. However, the Contractor may be required to work outside of these hours during festival periods, with schedules to be arranged accordingly.

Hours will be allocated to support key deliverables and event delivery days. The Contractor is required to work during the CubaDupa weekend on 28 and 29 March as well as Summer Series event dates on the 15 February & 28th February (Rain Day Sat Mar 7).

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Workstream	Functions and Responsibilities	Logistics Coordinator	Measures of Success
CubaDupa Printed Programme/Map Proofed	Scheduling	Responsible	All departments have supplied correct information prior to deadline
Schedule is handed over to relevant departments		Consulted	
Ensure regular record keeping of all stages and performances is made and stage reports to be completed	Advance	Consulted	Clear and concise stage management reports are submitted post festival with any issues or recommendations
Develop and implement a communication plan and matrix to ensure effective planning and on-the-day communication with all CD personnel and suppliers		Consulted	CD crew are briefed on the comms plan for effective running
Development of power reticulation plan including generator requirements & delivery for all performance sites and vendors.	Audio & Backline Advance	Consulted	
Delivery and overview of installations, decor, theming and stage design		Responsible	
Ensure the development of technical / site drawings for performance areas & event site		Consulted	
Responsible for the integration of pre-agreed special projects into the festival.		Consulted	
Preparation of onsite equipment packs for installation crews.		Responsible	
Collate plans for rigging at height and prep equipment to deliver these items efficiently over the install period.	Site Infrastructure, Consent & Design	Responsible	All plans are collated and review and meet standards.
Develop signage plans and manage install/uninstall for the event weekend.		Responsible	
Waste management - bearing in mind CubaDupa's sustainability goals*	Waste Management and Sanitation	Consulted	A sustainable waste management plan is developed with waste contractor and an identified % diversion from landfill goal is achieved Streets are presented clean during and after the festival with all waste to be managed to WMP
Sourcing permissions from Bodycorps and building owners as required to utilise spaces/infrastructure.	Stakeholder Management	Responsible	Event is managed effectively and reports from crew and stakeholders are positive.

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Managing parking requests, and allocating spaces.		Consulted	Residents & businesses feel taken care of, and confident that we have provided well for them
Ensure the CEO is keep informed about any staffing disputes or accidents, especially if legal or regulatory action could occur	Health & Safety	Responsible	A safe festival is delivered for audience, crew, performers and artists
Maintaining an up to date knowledge of current Health and Safety legislation and working practices		Responsible	
Managing Security and consultation with NZ Police		Consulted	A comprehensive security plan is developed in line with the New Zealand Government's Crowded Places Strategy
All event workers need to have Health and Safety of our audience, crew and performers considered in all decisions and actions.		Responsible	
Developing the Overall Master Schedule and Operations Manual and ensuring that these are well understood by the rest of the team		Consulted	A clear schedule and timeline is developed to plan and achieve a safe, efficient and professional site build A cohesive and thorough Ops Manual is presented to staff and suppliers in good time
Generation of comprehensive schedules and info packs for zone managers, suppliers & stage managers	General Ops	Responsible	
Planning, quoting and delivering key operational infrastructure including fencing, site power, sanitation provisions, safety equipment and marquees/caravans.		Consulted	
Managing and delivering site equipment, info booths, backstage infrastructure including marquees and fencing to pre-agreed requirements.		Consulted	
provide suppliers with all information in advance for a seamless delivery to schedule with all the equipment needed		Responsible	Suppliers will have up to date information in advance for a seamless delivery to schedule with all the equipment needed.
Monitoring suppliers to ensure compliance with festival processes		Responsible	

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Scope, recruit, schedule, and manage production workers, ensuring that people are safe and well briefed on what's needed from them.	Teams / HR	Responsible	Professional and skilled staff are engaged for the festival build and work in a safe environment
Manage department specific crew, ensuring that people are safe and well briefed on what's needed from them.		Responsible	
Monitor and manage Stage Managers' schedules and backstage facility crew to ensure the smooth running of the festival		Responsible	Run Sheets are created and provided to stage managers in time for them to familiarise themselves with schedules
Liaise with CD staff, and relevant external parties to ensure good communications, planning and coordination and with clear hierarchy of communication		Responsible	Comms are smooth and prudent and any matters arising are addressed and resolved quickly
Post event reporting, and attendance at festival or supplier debriefs will be required. Provide recommendations and feedback on roles and event delivery.	Reporting	Responsible	Clear and concise reports are submitted post festival with any issues or recommendations
Coordination of Info Booth	General Management	Consulted	
CubaDupa uses Airtable to manage the event and information, so will need to utilise the Project Management system to manage and complete tasks by deadlines and populate and pull accurate performance details when required.		Responsible	An up to date project plan is maintained and updated throughout the project
Support other CCAT projects and carry out additional duties as required, where tasks align with the scope of the role and organisational priorities.		Responsible	Contributes flexibly and positively to other CCAT projects; additional tasks are completed efficiently and collaboratively, with a willingness to adapt to shifting priorities and timelines.
Deliver sponsor benefits and activations	Grants & Sponsors	Responsible	All sponsor and partnership marketing deliverables are met, including those for social media.
Oversight of negotiations, quotes and contracts within delegation	Financial Management and Budgeting	Responsible	Negotiations and contracts are managed

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Accessibility is considered throughout every aspect of the festival, programme, site design and user experience.	Accessibility	Responsible	Encourage an accessibility lens to content created by Marketing Team and continuously improve. Increase percentage of people who use accessibility resources by 10% (from 30% to 33% responded yes to survey) for CubaDupa.
Lead pack in/pack out	Event Weekend	Responsible	Professional and skilled staff are engaged for the festival build and work in a safe environment
Maintaining and managing high levels of Health & Safety at all times while ensuring all workers meet the event's Health & Safety requirements and undertake the relevant risk management.		Consulted	A safe festival is delivered for audience, crew, performers and artists Volunteer briefings are delivered effectively so team leaders have clear responsibilities and comms plans
Present, reachable, and responsive across the weekend		Responsible	Key queries are responded to promptly and effectively
Ensure assigned team, crew or volunteers are briefed and resourced		Responsible	All incidents are recorded and acted on appropriately
Record key actions/issues for post-event report		Responsible	
Escalate and respond to any issues related to safety		Responsible	
Direct point of contact for assigned stakeholders (Operational Suppliers & Crew)		Responsible	High satisfaction and minimal escalations
Identify unsafe/obstructive unauthorised activity		Responsible	All incidents are recorded and acted on appropriately
Walk the footprint and flag new obstructions every 2 hours.		Responsible	Smooth, on-time delivery with minimal issues
Lead site build: Oversee timed installation of fencing, sanitation, power distribution, and control room setup		Responsible	
Confirm delivery schedules: Ensure suppliers arrive and install as per pack-in timelines		Responsible	
Install safety infrastructure: Ensure fire extinguishers, exit signs, emergency lighting and signage are installed		Responsible	

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Pack-out: Ensure all hired gear is returned, contractors are signed out, and H&S reports are completed		Responsible	
Deliver info booths & wayfinding: Install signage, info points, posters, and health & safety messaging		Responsible	
Pack-out: Collect signage, crew gear, radios, clean and return items		Responsible	
Master schedule delivery: Ensure all departments are tracking to build schedule		Responsible	
Accessibility targets: Confirm accessibility routes via ramps, chill out zones zones, and signage are installed		Responsible	
Uphold Manaakitanga for Artists, Crew, Volunteers & Guests over event weekend		Responsible	