



## TOUR SERVICES COORDINATOR

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### Position

Reporting to the Tour services Director the holder of this position assists with lodging and transportation of teams on tour. The person must be available to work on a variable schedule.

### RESPONSIBILITIES

- Monitor the arrival and departure dates of permanent employees and temporary teams, and make necessary lodging and transportation arrangements
- Conduct and/or assist all domestic and international airline tickets purchases.
- Assume responsibility for arrivals and departures, team transportation between the airport and hotel
- Be resource person for hotel staff when changes or corrections must be made
- Maintain databases and lists
- Communicate information regarding tour services, transportation, lodging, show calendars, addresses, telephone lists and other general information to teams on tour
- Arrange rental vehicles and charter flights as required
- Prepare the departure/arrival memo for each city
- Help and/or conduct pre-tour research for lodging and transportation
- Organize fit-up, office supplies, mail and telephone services, taking of telephone messages, photocopying, and distribution of mail and faxes for the Production Office
- Do administrative follow-up on invoices and orders, enter and follow up on purchase orders, prepare petty cash reports, manage petty cash for production needs
- Actively participate in set-up/striking operations
- All other tasks required to ensure smooth operations

### REQUIREMENTS

- Two to three years' related experience
- Experience with a production on tour or in the tourism industry would be a considerable asset
- Experience in administrative support and follow-up
- Excellent knowledge of Microsoft Office, Outlook and the Internet
- Fluently bilingual (English and French), both oral and written
- Good written and oral communication skills
- Must be highly organized and self-reliant
- Customer-service oriented
- Good judgment and discretion
- Able to work within tight deadlines and with minimal supervision
- Able to work and travel in the United States

### SALARY

To be discussed, according to experience. Transportation, lodging and food are provided on tour.



**Starting: immediately**

Candidates should apply to:

Cavalía inc  
Ref.: Tour Services coordinator  
Fax: (514) 879-9003  
E-mail: [rh@cavalía.net](mailto:rh@cavalía.net)

Only selected candidates will be contacted. Please do not call.