

Internal UChicago Applicants apply online via Workday
External applicants can apply online here: <https://bit.ly/IOPLogisticsCoordApp>

Created in 2013 by University of Chicago alumnus David Axelrod (AB'76), the nonpartisan Institute of Politics is committed to fostering in our students a passion for public service, meaningful dialogue and active engagement in our democracy.

Four core programs form the heart of the Institute:

- **Career Development:** a dedicated team providing students with one-on-one career advising and hands-on opportunities to explore careers in politics and public service. Each year the IOP provides over 300 paid internship opportunities worldwide in politics, public policy, government, nonprofits and journalism.
- **Civic Engagement:** a program that enables students to take an active role in solving social and political challenges in their communities during the academic year and to develop their leadership skills via student-led programs, workshops and trainings, political exploration treks and special programs.
- **Pritzker Fellows Program:** resident and visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others come to campus for an academic quarter to work closely with and mentor students.
- **Speaker Series:** enriching political and policy discourse on campus and in the greater Chicagoland area by providing a forum for diverse insights on key issues of the day. More than 1,400 speakers have come to campus from across the political spectrum, a testament to the IOP's non-partisan commitment to elevating public conversation around important contemporary issues.

Reporting to the Senior Director, Speaker Series & Pritzker Fellows Programs, the Logistics Coordinator will work closely with the IOP's Assistant Director of Production to support managing event logistics, developing timelines for planning and day-of-event activities, providing operational support for a series of events, or planning and executing a full spectrum of logistics (e.g., facility selection, menu planning, transportation arrangements, and audio/visual equipment) for Speaker Series events, as needed.

They will also play a key role in supporting and maintaining relationships with internal and external programming partners, working effectively and collaboratively with University departments, centers and student organizations (among others) to produce and execute a diverse array of programs. They may negotiate contracts with vendors and coordinate vendor services to ensure that meeting and event needs are met.

The Logistics Coordinator is expected to be onsite during most events—including past regular business hours and occasionally on some weekends. Limited travel may be required. Troubleshooting of various issues, including technical issues, and challenges that arise during the course of events may be required. The Logistics Coordinator will also gather and analyze feedback, developing and implementing suggestions for improvement as necessary.

Responsibilities

- Plans and schedules events, programs, and outreach. Coordinates event-day logistics, and performs other routine assignments with guidance from others.
- Provides onsite production help during events – including typically 2 to 4 evenings a week during peak programming months (about six months/year), and, very occasionally, during some weekend hours.
- Assists with identification and resolution of event and program needs, including vendor selection and contract negotiation. In support of the Assistant Director, keeps track of all expenses, prepares reports on costs, using existing procedures to solve routine problems as they arise.
- Compiles data to be used in event and program evaluation. Contributes to improvements by implementing ideas as they are identified, with general direction from others.
- Support the Assistant Director, Speaker Series with managing process for tracking and maintaining key Speakers Series metrics and audience feedback.
- Assists with researching creative event & speaker ideas.
- May create & manage event briefing documents.
- Manages guest release forms and retention of other Speaker Series data in IOP's database.
- Ensure a positive guest experience for all IOP Speaker Series guests by supporting Assistant Director, Speaker Series by arranging travel, lodging, car service, and other comforts for all guests.
- Reviews and finalizes guest lists and facilitates sending invitations
- Assists with management of event calendars (Box outlook & G Cals)
- Working with Assistant Director of Speaker Series, is responsible for booking travel, hotel, transportation for all guests
- Facilitates student sessions with speakers (registration process, selection, and oversight)
- Assists the Assistant Director, Speaker Series with coordination of AV needs for Speaker Series events.
- Performs other related work as needed.

Preferred Qualifications

Education:

- Minimum requirements include a college or university degree in related field.

Experience:

- 2-5 years of work experience in a related job discipline is preferred.
- Experience in an editorial and/or programming environment, including journalism, broadcast programming, and/or live event production is preferred.
- Experience with planning and managing budgets and contracts.
- Experience managing event logistics, including catering, venue selection, guest travel and RSVP processes.
- Interest in, and some knowledge about politics and public policy is preferred.

Preferred Competencies

- In-depth knowledge of, and passion for, politics, public policy and current events (local, national and international).
- Superb research skills and demonstrated resourcefulness
- Ability to conceptualize timely opportunities for speakers and topics and to develop them into compelling events
- Strong interpersonal skills
- Exceptional verbal and written communications skills
- Excellent time management skills, with the ability to prioritize and multi-task on deadline in a fast-paced environment.
- Interest/experience in working with young people.
- Willingness to approach contentious issues from all possible sides, with an eye towards fairness and accuracy.
- Strong background in guest/talent bookings.
- Strong organizational skills and superb eye for detail.
- Strong commitment to diversity.
- Ability to solve problems and make decisions effectively.
- Demonstrated ability to work collaboratively and effectively in a team environment with a wide range of constituencies including high-profile guests, senior leaders, Board members, colleagues, students and volunteers.
- Proficiency with computers including Microsoft Office suite and Google docs.
- Ability to set priorities and meet deadlines
- Knowledge of MS Office Suite

Application Documents

- Resume
- Cover Letter
- Reference Contact Information
- Note: When applying, all required documents **MUST** be uploaded via the **My Experience** page, in the section of the application titled **Resume/CV**.