

Job Title: Transportation Coordinator
Reports to: Guest and Hospitality Manager
Duration: August 4, 2026, to October 15, 2026
Parttime/flexible: Aug 4-Sept 24, Fulltime Sept 28-October 15th
Location: Remote/VIFF Guest Office (During the festival)
Scope: Vancouver International Film Festival 2026
Remuneration: \$6000 Contract

ABOUT VIFF

The Greater Vancouver International Film Festival Society is a not-for-profit cultural organization that operates the internationally acclaimed Vancouver International Film Festival (VIFF) and the year-round program at the VIFF Centre. We thank the Musqueam, Squamish and Tsleil-Waututh Nations for their continued stewardship of the unceded and occupied land on which our work takes place.

VIFF is the home of film and film culture in Western Canada. Driven by curatorial excellence, VIFF encourages understanding of the world's cultures through the art of cinema. We produce screenings, talks and events as a catalyst for a diverse community to discover, discuss and share the creativity and craft of storytelling on screen.

The Greater Vancouver International Film Festival Society is dedicated to accessible employment practices and committed to being an equal-opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please feel free to advise us of any accommodation needs.

We believe that film has a unique ability to celebrate the complexity of the human condition and that it is our responsibility to steward that power toward creating meaningful change in our world. **When you work at VIFF you are part of a friendly, dedicated team who are passionate about the transformative power of the cinematic experience.**

ABOUT THE POSITION

Reporting to the Guest and Hospitality Manager, and working in collaboration with Programming, Sponsorship and Volunteer Departments, the Transportation Coordinator is responsible for overseeing the transportation needs of festival operations and invited guests.

Qualifications

- Experience with project management and a demonstrated ability to meet deadlines.
- Experience building schedules and demonstrated use of scheduling software.
- Outstanding communication and interpersonal skills.
- Proficient in Microsoft Office systems (Word, Excel, PowerPoint).
- Experience leading a team.

- Experience working with volunteers is an asset.
- Festival or events experience an asset.
- Class 5 driver's licence.
- Comfortable driving a variety of vehicles including a one tonne truck.
- Commitment to the principles of justice, equity, diversity, and inclusion.

Key Deliverables:

- Working within the established budget, determine departmental vehicle rental needs.
- Working with the Sponsorship Department, establish a relationship with a rental company focusing on the arrangement of a competitively discounted rate, or sponsorship.
- Create a calendar of usage indicating the dates, and staff responsible for the usage of each rented vehicle.
- Establish parking processes for all rental and sponsor vehicles including trucks.
- Collaborate with guest travel coordinators and programming department to ensure a smooth flow of information about guest transportation needs.
- Train, supervise, and evaluate driver volunteers.
- Coordinate adequate insurance for all rental and sponsor cars, and ensure all vehicles are properly insured prior to use.
- Manage Uber, MODO, and Evo accounts.
- Ensure all drivers have adequate licenses and driving records.
- Manage airport account for use of taxi stop and oversee taxi account and chits.
- Monitor guest arrival and departure information as well as flight information.
- Dispatch volunteer and paid drivers in an effective and efficient manner.
- Ensure all vehicles are cared for and maintained.
- Support the Guest Services team in managing the guest office, including volunteer management and guest accreditation and service.

Deadline for applications is June 19th, 2026.

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include "HIRING TRANSPORTATION COORDINATOR" in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.