



VANCOUVER | VICTORIA

Job Description

Position Title:	Tour Coordinator
Reports To:	Tour Manager & Pace Group Communications (Tour Organizer)
Type:	Full-time, limited term contract
Term length:	January 12 th -February 12 th , 2010

Pace Group Communications Inc.

The Pace Group and its principals have provided public and private sector clients with a comprehensive range of communications services for more than 20 years. From media relations and issues management, to conferences and special events, the Pace Group has a well earned reputation as one of British Columbia's leading communications and special events firms.

Position Description

The Tour Coordinator provides positive, effective delivery of information to the public and executes many aspects of the day-to-day operations of the Torch Relay Activation. These responsibilities include, but are not limited to:

- Working with the team to set-up, tear down and staff the activation in each community
- Communicating as required with many levels of provincial and municipal government, VIPs, technical contractors, the media and the public at large
- Encouraging members of the public to record their own video message
- Coordinate and interact with the media as required
- Work with fellow team members, under the Tour Manager, to ensure that the program meets its objectives

Each day on the road has the potential to be long and unpredictable with respect to hours worked and tasks required. Accommodation, meals and transportation costs will be covered while outside of the Greater Vancouver Regional District (GVRD).

Qualifications

- Enthusiastic, outgoing, hardworking, mature, positive
- Ability to work both independently and collaboratively with others in a team situation
- Ability to work in close quarters with individuals of varying personalities
- Excellent communications and interpersonal skills
- Strong ability to organize and prioritize a multi-task workload
- Ability to take initiative, exercise tact and discretion
- Flexible and adaptable to constantly shifting situations and priorities
- Committed to meeting tight deadlines
- Experience with photography would be an asset
- Experience with videography would be an asset
- Must be willing to travel across British Columbia
- Current driver's license

Closing date:	Wednesday, December 9, 2009
Interested applicants should submit their resume in confidence to Robyn Jones-Murrell at rjones-murrell@pacegroup.com	