



ASPER SCHOOL OF BUSINESS  
**COMMERCE STUDENTS' ASSOCIATION**  
CREATE YOUR LEGACY

# DIRECTOR OF LOGISTICS

POSITION DESCRIPTION - Last Revised: October, 2019

## **COMMERCE STUDENTS' ASSOCIATION (CSA)**

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

## **FASHION SHOW COMMITTEE**

The Fashion Show Committee is a leadership group where individuals will work closely with each other to plan and execute the Fashion Show.

## **POSITION OVERVIEW**

The Director of Logistics will be responsible for choosing intermission performers, selecting emcee(s) for the evening, and the logistics of the modelling schedule. They will also organize catering during intermissions, venue walkthroughs, creating a master walking schedule alongside Model Managers, and help with any day-of activities.

## **POSITION RESPONSIBILITIES**

- Coordinating sound system & lighting requirements for microphones and music with Co-Chairs and venue primes.
- Delegating tasks on the day of the event.
- Decorating the venue for the Fashion Show.
- Coordinating with catering arrangements.
- Assisting Co-Chairs with tasks related to getting the venue ready for the show.
- Choosing musicians to play during the Fashion Show intermission.

## **SKILLS DEVELOPED**

- Event planning
- Organization skills
- Interpersonal skills
- Effective communication skills



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## POSITION DETAILS

Number of Positions Available: 2  
Reports to: Special Events Co-Chairs

## ACTIVITY TIMELINE

Summer	Fall	Winter
N/A	Low	High