

SHIMP FOR PRESIDENT 2028

PRESIDENTIAL CAMPAIGN SCHEDULER

CANDIDATE SCHEDULING & CALENDAR OPERATIONS - DETAILED POSITION DESCRIPTION

Department	Executive Campaign Operations
Reports To	Chief of Staff; works directly with the Presidential Candidate
Employment	Full-Time, Senior Campaign Operations Position
Classification	Presidential Campaign Scheduler
Annual Wage	\$ <u>\$70,000.00</u>
Primary Mission	Control and coordinate the candidate's official campaign calendar; organize meetings, appearances, travel timing, fundraising commitments, media obligations, personal time, and internal campaign responsibilities; and ensure every approved movement and engagement is communicated accurately to the personnel responsible for executing it.

Position Summary

The Presidential Campaign Scheduler is the campaign official responsible for maintaining disciplined control of the candidate's calendar and translating campaign priorities into an executable daily, weekly, and long-range schedule.

The Scheduler works closely with the Candidate and Chief of Staff and coordinates with Travel & Logistics, Advance, Security, Fundraising, Communications, Policy, Legal, Finance, and other departments so that approved commitments can be carried out safely, efficiently, and on time.

The Scheduler must protect the candidate's time as a limited strategic resource and prevent unnecessary conflicts, unrealistic travel sequences, duplicate commitments, insufficient preparation time, and avoidable scheduling disruptions.

Master Calendar Management

Maintain the authoritative campaign calendar for the candidate, including campaign appearances, internal meetings, fundraising events, media commitments, travel, policy briefings, preparation blocks, personal commitments approved for calendar inclusion, and other official obligations.

Ensure schedule entries contain accurate dates, times, time zones, locations, contacts, event descriptions, expected duration, required preparation, travel buffers, and responsible campaign departments.

Maintain appropriate long-range, weekly, daily, and real-time calendar views so leadership can understand both immediate commitments and future scheduling pressure.

Scheduling Requests & Approval Process

Receive and organize scheduling requests from campaign departments, supporters, organizations, media, donors, public officials, event hosts, and other legitimate sources.

Collect sufficient information to evaluate each request and route significant commitments through the Chief of Staff and Candidate according to campaign approval procedures.

No invitation, meeting, appearance, interview, fundraiser, or travel commitment should be treated as final until approved through the established scheduling process.

Candidate Time Management

Protect the candidate from an unsustainable calendar by accounting for travel, meals, preparation, rest, administrative work, private calls, security requirements, and reasonable contingency time.

Identify periods of excessive workload or conflicting priorities and recommend schedule changes to the Chief of Staff.

Ensure sufficient preparation time exists before major speeches, debates, interviews, policy events, donor meetings, legal matters, and other high-consequence engagements.

Daily Schedule Production

Prepare and distribute an accurate daily schedule or equivalent operational calendar to authorized personnel.

The daily schedule should identify event timing, locations, movement windows, relevant contacts, required staff, preparation requirements, transportation coordination, and other operational information necessary for execution.

Changes must be communicated promptly to affected departments while sensitive movement and security information is restricted to personnel with a legitimate need to know.

Travel & Logistics Coordination

Coordinate closely with the Chief of Staff and Travel & Logistics personnel regarding flights, ground transportation, lodging, campaign vehicles, the campaign RV where applicable, baggage or equipment movement, travel timing, and contingency arrangements.

The Scheduler determines how approved travel fits into the candidate's calendar; Travel & Logistics personnel execute the transportation and lodging arrangements assigned to them.

Account for realistic transit times, airport procedures, traffic, venue access, loading and unloading, rest periods, weather concerns, and time-zone changes.

Security Coordination

Provide authorized schedule and movement information to the Director of Presidential Campaign Security & Protective Operations sufficiently in advance for protective planning.

Incorporate security-driven timing, advance requirements, venue restrictions, movement changes, and emergency adjustments into the calendar when directed by appropriate security leadership and campaign leadership.

The Scheduler does not override protective-security decisions within the Security Director's lawful authority and must protect sensitive movement information from unnecessary disclosure.

Advance Team Coordination

Coordinate with campaign Advance personnel so upcoming events are researched and prepared before candidate arrival.

Ensure Advance receives the necessary event details, host contacts, arrival and departure expectations, program timing, staging requirements, accessibility considerations, and other logistical information.

Reconcile Advance findings with the master schedule and escalate material conflicts or operational concerns.

Fundraising Schedule Coordination

Work with the Director of Fundraising & Development to schedule donor calls, fundraising meetings, receptions, dinners, virtual events, and other approved fundraising commitments.

Balance fundraising demands against campaign travel, public appearances, policy work, media obligations, preparation time, and candidate availability.

Ensure fundraising commitments are accurately communicated without giving donors control over official campaign scheduling or future governmental decisions.

Media & Communications Scheduling

Coordinate with Communications and Press personnel concerning interviews, press conferences, television or radio appearances, podcasts, editorial-board meetings, press availabilities, and other media commitments.

Build preparation and briefing time into the schedule for significant media appearances and ensure communications personnel have adequate notice.

Maintain awareness of deadlines, live broadcast times, remote connection requirements, and travel constraints affecting media commitments.

Policy, Legal & Internal Meetings

Schedule policy briefings, legal consultations, financial reviews, staff leadership meetings, security briefings, debate preparation, speech preparation, and other internal campaign obligations.

Protect confidential meetings by limiting calendar detail and distribution when appropriate.

Ensure recurring internal meetings do not unnecessarily interfere with major campaign opportunities or candidate recovery time.

Event & Public Appearance Scheduling

Coordinate timing for rallies, town halls, speeches, community events, debates, conventions, meetings, site visits, volunteer events, and other public appearances.

Confirm event duration, candidate arrival and departure expectations, speaking time, program order, host contacts, venue address, and any scheduling dependencies before finalizing calendar details.

Work with Events, Advance, Security, Communications, and Travel personnel to ensure the published or internal schedule is operationally realistic.

International Travel Scheduling

For approved international travel, coordinate calendar timing with the Chief of Staff, Travel & Logistics, Security, Legal, policy or foreign-affairs advisers, and relevant local or diplomatic contacts where appropriate.

Account for passports, visas or entry requirements, international flight schedules, customs and immigration processing, time-zone changes, local transportation, security planning, rest requirements, and contingency time.

Do not publicly disclose sensitive international movement information unless authorized by campaign leadership and security personnel.

Schedule Changes & Crisis Management

Maintain the ability to rapidly revise the candidate's schedule following weather events, flight disruptions, security concerns, medical issues, breaking news, event cancellations, emergencies, or strategic campaign decisions.

When changes occur, identify every affected department and ensure revised information is communicated accurately and consistently.

Maintain backup options for major commitments when practical and document cancellations, postponements, and rescheduling requirements.

Invitation & Correspondence Tracking

Maintain an organized system for tracking invitations, meeting requests, pending scheduling decisions, declined requests, tentative holds, confirmed events, and follow-up requirements.

Ensure requesters receive appropriate responses through authorized campaign channels and prevent tentative calendar holds from being mistaken for confirmed commitments.

Calendar Confidentiality & Operational Security

The Scheduler will have access to highly sensitive information concerning the candidate's movements, lodging, private meetings, family commitments, security planning, donor activity, and internal campaign strategy.

Maintain strict need-to-know controls over sensitive calendar information and use approved systems and communication methods for schedule distribution.

Immediately report suspected unauthorized access, leaks, lost devices, phishing attempts, or improper disclosure of sensitive scheduling information.

Recordkeeping & Schedule Archives

Maintain organized historical records of official campaign schedules, significant changes, invitations, confirmations, and related scheduling documentation according to campaign retention policies.

Coordinate with Legal, Finance, and other departments when scheduling records are relevant to compliance, expenditure documentation, contracts, or official reporting requirements.

Interdepartmental Coordination

Serve as a central operational link among the Candidate, Chief of Staff, Security, Travel & Logistics, Advance, Events, Fundraising, Communications, Policy, Legal, Finance, and other campaign departments.

Resolve routine scheduling conflicts at the staff level and escalate strategic conflicts, major cancellations, or competing high-priority commitments to the Chief of Staff.

Participate in senior staff meetings and provide forward-looking calendar information needed for campaign planning.

Professional Conduct & Neutral Administration

Maintain professional and consistent scheduling procedures regardless of the status, wealth, political influence, or personal relationship of individuals requesting access to the candidate.

Do not sell access, promise governmental action, or imply that campaign contributions guarantee meetings, appointments, policy outcomes, or preferential treatment.

Treat sensitive personal, donor, political, and operational information with discretion.

Minimum Qualifications

A strong candidate should have substantial experience in executive scheduling, political campaigns, executive administration, operations, event coordination, travel coordination, government scheduling, military executive support, or another closely related field.

The individual must demonstrate exceptional organization, discretion, judgment, time management, attention to detail, written and verbal communication, calm performance under pressure, and the ability to manage frequent changes without losing accuracy.

The Scheduler must be comfortable handling confidential information and coordinating simultaneously with multiple senior departments.

Preferred Qualifications

Preferred qualifications may include prior presidential, statewide, congressional, gubernatorial, executive-office, military-command, or high-level corporate scheduling experience; complex travel planning; event operations; and experience supporting a principal whose schedule changes rapidly.

Experience working directly with protective-security, advance, communications, fundraising, and travel teams is strongly preferred.

Authority

The Scheduler serves as the administrative controller of the candidate's official campaign calendar subject to the authority of the Candidate and Chief of Staff.

The Scheduler may reject incomplete requests, place tentative holds, resolve routine timing conflicts, request additional information, and recommend approval or denial of proposed commitments.

Major political, financial, travel, security-sensitive, or strategic commitments remain subject to the approval structure established by campaign leadership.

Standard of Performance

Success is measured by calendar accuracy, punctual execution, realistic travel and preparation time, effective interdepartmental coordination, protection of sensitive schedule information, rapid adaptation to changes, disciplined candidate time management, and the campaign's ability to execute approved commitments without avoidable scheduling failures.

**CONTROL THE CALENDAR. PROTECT THE CANDIDATE'S TIME. COORDINATE EVERY COMMITMENT.
COMMUNICATE CHANGES QUICKLY. KEEP THE CAMPAIGN MOVING ON TIME.**

Approved By: _____ Date: _____

Scheduler Acknowledgment: _____ Date: _____