Production Logistics Coordinator

Location: Houston, TX

Employment: Full-Time

Salary: $50,000–$70,000 annually

Openings: 2

Reports To: Festival Operations Manager

Position Overview

The Production Logistics Coordinator serves as the operational liaison between Conglom Entertainment's advance operations team and its production personnel and contractors.

The position coordinates production-related logistical requirements before and during festival execution.

Key Responsibilities

- Coordinate production equipment delivery schedules.

- Communicate with trucking and production contractors.

- Verify loading dock and truck staging assignments.

- Coordinate backstage logistical arrangements.

- Confirm dressing room availability and preparation.

- Coordinate artist hospitality facilities with Artist Relations.

- Monitor production-related delivery schedules.

- Assist with production contractor access arrangements.

- Coordinate equipment storage locations.

- Communicate operational concerns to production leadership.

- Assist with equipment departure logistics following the festival.

Qualifications

- Two or more years of concert, festival, touring, or production logistics experience preferred.

- Familiarity with live event production environments.

- Ability to interpret production schedules.
- Strong contractor coordination skills.
- Excellent communication and problem-solving abilities..