

JOB OFFER – Logistics & Administration Coordinator (Hospitality)

MUTEK

www.montreal.mutek.org

www.forum.mutek.org

About:

MUTEK is a non-profit organization dedicated to the dissemination and development of emerging forms of digital sound, music, and visual creation. Its mandate is to provide the most original and visionary artists in the field with a platform to gain recognition and propel their creative concepts as far as possible, while also fostering audience engagement, awareness, and development.

MUTEK's main activity is the annual presentation of its festival, which has taken place in Montreal since 2000, primarily in the Quartier des Spectacles.

Mandate:

Under the supervision of the MUTEK programmer, the Logistics & Administration Coordinator will oversee all guest welcoming operations, acting as a central link between departments. They will work closely with the programming committee, operations/production team, communications department, and administrative team to manage all logistics related to festival activities and associated projects involving artists and guests.

This key role sits at the intersection of programming logistics and administration, and requires rigor, precision, and versatility.

Attention will be given to employment equity in the hiring process to address gaps in the representation of groups considered as minorities, including women, non-binary people, Black, Indigenous, racialized minorities and/or LGBTQIA2+ communities and/or persons with accessibility needs.

Tasks & responsibilities:

- Main point of contact and resource for all artist and guests, ensuring all pre-event preparations ("advance") before their coming to the festival and related events

Administrative tasks in close collaboration with Administration department :

- Ensure event declaration to CIC and IRCC
- Prepare internal contract templates and follow-up tools
- Draft, annotate, send, and follow up on contract signatures between agents, artists, contributors, and MUTEK
- Follow up on INR / T4NR
- Receive and verify invoices in accordance with signed agreements
- Follow up with administration regarding payables
- Ensure smooth internal/external communication (emails, calls) between finance and programming teams, and partner agencies: prioritize urgent matters, monitor contract progress, send proof of payment, proactively manage expectations
- Contribute to bank reconciliation processes and expense reporting
- Budget tracking for guest expenses (fees, accommodation, transport) before, during and after the festival
- Follow up on visas and eTAs
- Archiving

Tasks in regards to the Communications department:

- Manage and update internal databases and collaborative tools (ZoneFestival and others)
- Ensure collection and compilation of promotional material for each artist of the current edition (via database and tools provided)
- Verify published information in collaboration with the Communications team
- Coordinate approvals from agents/artists for media (audio, photo, video) and promotional/archival use
- Coordinate interview requests with the Press Relations team

Tasks in collaboration with the Operations & Production teams:

- Collect tech riders and ensure technical teams have all required information. Ensure consistent efficient communication between the technical team and each artist
- Collect hospitality riders and confirm that all accepted needs are taken into account by production
- Enter all show times, including changeovers, into the database
- Enter load-in and soundcheck times into the database
- Draft invitation letters
- Send artist itinerary sheets two weeks before the festival (ZoneFestival info, DOS contacts indoors and outdoors, invitation letters)
- Plan volunteer needs to ensure good management during the festival, notably regarding artist hospitality
- Plan petty cash requirements for the hospitality team during the festival
- Work closely with transport & accommodation coordinator to ensure logistics and cost tracking

Tasks in collaboration with the Ticketing team:

- Manage artist guest lists per program
- Prepare accreditation lists
- With Ticketing Manager, ensure smooth accreditation pick-up for guests

During the Festival:

- Oversee smooth functioning of artist welcome and hospitality: supervise the hospitality desk at the official hotel (installation, operation, tear-down)
- Communicate urgent information to relevant teams (ex: flight cancellations, delays)
- Ensure artists arrive on time for scheduled activities
- Manage hospitality volunteers
- Ensure artists receive contracted items such as per diems

After the Festival:

- Update and finalize all tracking tools (admin, comms, transport & lodging) for reporting use
- Draft a post-mortem report
- Support development team in statistics collection for reports

And any other task required within the job's scope.

Profile & Skills :

- Fully bilingual spoken & written (FR/EN) ;
- Enjoys working in Excel / Google Sheets ;
- Comfortable in fast-changing environments; anticipates issues and responds proactively ;
- Strong interest in the event sector ;
- Relevant experience in operations, logistics, project coordination or similar fields ;
- Proficiency in Google Workspace & collaborative tools (Slack, Drive) ;
- Knowledge of Zone Festival (asset) ;
- Strong organizational skills, precision, and planning ability ;
- Resilient under stress and unexpected situations ;
- Autonomous, proactive, versatile, strong prioritization skills.

Conditions:

Start: Mid-February 2026 to Fall 2026 (exact date TBD)

**Flexible availability required during MUTEK events (evenings & weekends)*

Salary: To be discussed based on experience

Provided: Laptop

Required: Personal mobile phone

Location: Montréal (hybrid & office schedule to be determined)

Accessibility: Offices located at 1201 Boulevard Saint-Laurent (Société des arts technologiques).

For accessibility details, see the “Access and venue navigation” section on this page:

<https://montreal.mutek.org/en/society-for-arts-and-technology>

To apply:

Send your CV and cover letter, including references, to rh@mutek.org before January 14, 2026.

Only selected candidates will be contacted.

Questions: rh@mutek.org