ROLE DESCRIPTION · OPEN PROJECT ROLE

Operations & Logistics Coordinator

Keeps the moving parts aligned: logistics, transport, accreditation, materials and event-day operations.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Project-based	Operations	Director of Operations & Event Production	Nairobi, Kenya, and event locations

About the role

You make sure the practical side of every gathering works. From movement plans and materials to accreditation and check-in, you look after the logistics that guests never notice when they are done well.

What you will do

- Plan and track logistics for each event, including transport, deliveries, accommodation blocks and materials.
- Prepare accreditation, badges, signage and registration desk set-up.
- Coordinate check-in, guest flow and room changes on the day.
- Maintain inventories of event materials and equipment before and after each event.
- Keep operational checklists current and confirm that each item is closed.
- Work with the production and guest experience teams so plans line up.

What you bring

- Experience in event operations, logistics, administration or a similar hands-on role.
- Strong organisation, follow-through and comfort with spreadsheets and checklists.
- Problem-solving on the spot, with good judgement about when to escalate.
- Reliable, punctual and able to coordinate others respectfully.

Good to have

- A valid driving licence.
- Experience with event registration or check-in systems.

How we work together

This is a project-based engagement, not employment. For each project we agree the scope, dates, deliverables and fee in a written engagement letter before any work begins. Fees depend on the project and are confirmed in that letter.

Everyone who works with us follows our Rules of Engagement: thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Operations** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Operations & Logistics Coordinator".