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# Example of Crew Scheduler Job Description

Our innovative and growing company is hiring for a crew scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for crew scheduler

* Ensure information pertaining to production crewing is shared accurately and in a timely manner to those people and departments that need it
* Work with Producers and Directors to assess and evaluate crews both before and after productions
* Supplies each freelance hire with all associated documentation (LOA, 1-9, On-boarding, T&E Policies, ) paperwork
* Work very closely with Production Managers, Production Coordinators, Coordinating Producers and Travel Director while ensuring that each and every production is staffed with the highest level of quality personnel within the budget
* 3rd shift – HOWEVER must be able to work on multiple shifts (including weekends) with some 12+ hour days
* Completing special projects as assigned by the employee relations manager
* Additional duties assigned
* Prepare daily crew sheets and schedules for each department and/or work area
* Tracking and entering attendance into appropriate database(s) to issue discipline
* Work with Producers, Directors and Unit Managers to assess and evaluate crews both before and after productions

## Qualifications for crew scheduler

* Must be able to work all shifts designated within Crew Support including midnight shifts, weekend, and holiday schedules
* Must possess excellent organizational skills, be a self-starter, and work well as part of a team
* Managing hourly workforce scheduling, bidding, bumping, vacation and serve as a liaison on these matters to hourly workforce
* Makes limited decisions and determines best methods to solve problems by referring to established precedents and policies
* Ability to analyze, negotiate, respond and resolve complex, sensitive and confidential issues and communicate clearly (verbally and written) will all levels of employees, management and customers
* A minimum of 3-5 years of experience in either airline operations or crew scheduling/planning