

On Site Market Coordinator

This is a volunteer position, however an honorarium will be awarded given the significant amount of time and attention required by this role

Position: Approximately 8 hours per week during the majority of the Market season (June-September), including 6 hours on-site per week during Market setup and teardown (duties may be shared with other coordinator); 2-3 hours per month from October-May

Objective: To manage logistics needs during setup and teardown, coordinate electrical needs, and respond to vendor requests on Market day

Responsibilities

- Manage layout and review vendor requirements on a weekly basis to ensure availability of rental equipment on Market days
- Review vendor requirements with Vendor Coordinator to ensure equipment needs can be met
- Work closely with venue staff and vendors to ensure that Market equipment needs are met; keep venue staff and vendor coordinator updated on equipment needs on a weekly basis
- Work closely with Event and Outreach coordinator to ensure needs for activities can be accommodated
- Assist the entertainment coordinator to ensure that all needs for entertainment are met
- Work with volunteer coordinator to ensure that all entertainment needs
- Oversee setup and takedown of Market and assist vendors as required throughout the Market day
- Assist with social media promotion (twitter, facebook, Instagram) on Market days

Tasks

General Duties

- Attend regular Board meetings
- Inform Vendor Coordinator of adjustments to the site plan and plan for last minute adjustments
- Communicate with the Vendor Coordinator, Volunteer Coordinator, and Event and Outreach Coordinator to ensure resources are available
- Provide Marketing Coordinator with pictures of Market & vendors to be used for promotion

Market Day Duties

- Coordinate setup and takedown of the Market site
- Ensure all rental equipment has been arranged
- On site from setup to takedown or arrange for an alternate to manage tasks
- Be on hand during operating times for the Market in case additional needs arise
- Act as a representative for the Market and respond to questions from the Public and potential vendors
- Assist with Social Media promotion (Twitter, Facebook, Instagram) and take pictures during the event
- Ensure site is clean and all rental equipment is returned prior to departure

Requirements/Skills

- Be a great leader
- Be able to work with tight timelines in a stressful environment
- Ability to multitask
- Logistical/organizational skills
- Customer Service skills
- Adaptable and calm under pressure
- Excellent written and oral communication skills
- Passion for social media
- Flexible
- Experience and knowledge of event management, preferably outdoor events
- Physically able to perform set up and take down tasks
- And of course a passion for all things local!