

Volunteer Vendor Coordinator

Note: This is a volunteer position. No financial compensation is offered.

Imagine In The Park is a free children's arts festival held annually at Gage Park in Hamilton on the first weekend in June (Friday/Saturday). While the festival is a one-time event each year, it takes almost a year prior for planning! The planning committee is currently comprised of 6 other volunteer coordinators.

Description:

As our new vendor Coordinator, you will help us spearhead a new addition to our festival offerings. You will be in charge of overseeing vendors, ensuring smooth market operations, and fostering relationships with the community, often with responsibilities including vendor recruitment, placement, and engagement. This is a hands-on, and sometimes physically demanding role and requires a responsible individual who can handle the logistics of transporting equipment to and from the market site. We are hoping that the successful candidate would be inclined to stay on the committee for a long term, not just one festival year.

Responsibilities:

Vendor Management:

- Recruitment and Onboarding: Identifying and attracting potential vendors, conducting vendor applications, and onboarding new vendors.
- Placement and Logistics: Ensuring vendors are appropriately placed within the market, managing booth assignments, and coordinating setup and teardown.
- Relationship Building: Maintaining positive relationships with vendors, addressing their concerns, and fostering a collaborative environment.
- Compliance and Regulations: Ensuring vendors adhere to market guidelines, regulations, and policies.

Market Operations:

- Event Coordination: Assisting with the planning and execution of market events, including set-up, vendor communication, and visitor experience. The individual will need to be available from 10am-8pm Friday and 8:30am-7:30pm Saturday of the festival weekend (first weekend in June). Some wiggle room will be negotiable but festival hours of 9am-5pm Saturday are non-negotiable.
- Communication: Act as the point of contact for vendors and visitors, providing friendly and responsive service. You will be serving as a point of contact for vendors providing timely information and addressing inquiries.
- Problem Solving: Identifying and resolving issues that arise during market operations, ensuring a smooth and positive experience for vendors and customers.

Other Tasks:

- Documentation: Maintaining accurate records of vendor information, payments, and other relevant documentation.
- Marketing and Promotion: Assisting with marketing and promotional efforts to attract vendors and patrons.
- Budget Management: Managing the market budget, including vendor fees and other expenses.
- Assistance in set up and tear down of the festival on the Friday and Saturday

Requirements:

- Previous event or market coordination is an asset.
- Reliable transportation; and a valid G license
- Reliable access to the internet, as well as a computer and cellphone is required.
- High level of experience with Customer Service

- Trustworthy & Responsible: A strong sense of responsibility is essential for this role. You must be dependable and proactive in problem-solving
- Passion for supporting local businesses and fostering a positive, welcoming environment

An estimate of time commitment for the planning year would be 1 monthly evening meeting from September-July, with the most time commitment from March-June for the Vendor Market planning and execution- possibly 4-10 hours / week.

Please email Ashley at eventcoordinator@imagineinthepark.com with a resume or a message detailing your relevant experience and why you believe you're the perfect fit for our team!