

## **Blackberry Jam Festival Volunteer Position Description**

**Position name:**        Craft vendor coordinator

### **Summary**

The craft vendor coordinator registers and communicates with all craft booth vendors leading up to and during the festival.

### **Responsibilities**

- Collects vendor contact information.
- Prepares map where each vendor will be located during the festival.
- Assigns placement of vendors during the festival. The craft vendor must arrive early to the festival to ensure that vendors are assigned to their appropriate spaces and that vendors set up in a timely manner.
- Creates and updates vendor registration form.
- Receives registration forms from vendors and organizes vendor information.
- Tracks payments from vendors to ensure that all vendors who submit registration forms have paid.
- Communicates with vendors and individuals interested in becoming a vendor via email and telephone.
- Communicates vendor updates to the committee during regularly scheduled committee meetings.

### **Knowledge, skills, and abilities**

- Must have a personal computer and word processing software to create and update vendor registration forms and to communicate via email with vendors.
- Ability to use a personal computer for word processing and email communication.
- Ability to attend all regularly scheduled committee meetings.

### **Deadlines**

- **By April 30:** All vendor registration forms must be updated and posted to the Blackberry Jam Festival website.
- **After April 30:** Start communicating with craft vendors about registration deadline.
- **June 14:** This is the deadline for all craft vendors to be registered. No registrations accepted after this date.