



## **Role Title:** Market Stalls Manager

### Role Description

**Overview:** The Market Stalls Manager plays a vital role in coordinating the market area of our annual local festival/fete, overseeing the selection of vendors, stall arrangements, and ensuring a diverse and engaging shopping experience for attendees.

### **Responsibilities:**

- **Vendor Selection:** Ensure a diverse and appealing mix of local businesses, craftspeople, charities, and organisations to participate as market stall vendors.
- **Application Management:** Manage the application process for potential vendors, including payment collection, and communication regarding logistics.
- **Stall Arrangements:** Coordinate stall layouts, ensuring efficient use of space and an attractive market area. Address any special requests or requirements from vendors.
- **Vendor Communication:** Maintain regular communication with vendors leading up to and during the festival, providing information on load-in, set-up, and festival logistics.
- **Payment Collection:** Oversee the collection of stall fees from vendors, ensuring timely and accurate processing of payments.
- **Vendor Support:** Provide assistance to vendors during load-in, set-up, and tear-down. Address any issues or concerns that arise during the festival.
- **Quality Control:** Ensure that vendors adhere to festival guidelines, including safety, cleanliness, and presentation standards.
- **Attendee Engagement:** Collaborate with the festival communications team to promote the market area and encourage attendee participation.

### **About you:**

- Strong organisational and vendor management skills.
- Excellent communication and interpersonal abilities.
- Previous experience in event planning, vendor coordination, or market management is advantageous.
- Proficiency with spreadsheets, CRMs and office software (eg. Google workspace, Excel and Microsoft Office applications)
- Attention to detail and ability to multitask.
- Ability to work collaboratively within a team.
- Familiarity with local businesses and organisations is a plus.

### **Time Commitment:**

This role typically requires one to two days a month spread over the year, time commitment will increase in the lead-up to the festival in June and at our main recruiting period in January.

### **How to Apply:**

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWbu6>

General committee roles are usually assigned at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.



We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: [info@plumsteadmakemerry.co.uk](mailto:info@plumsteadmakemerry.co.uk)