

## **Committee: Vendors**

**Reports to: Event Manager**

### **Job Description: Festival Merchandiser (3- 6 people)**

To provide guests with an exciting merchandise shopping experience while maintaining a secure and clean retail area

#### **Roles and Responsibilities:**

- Coordinates and organizes all aspects of performer and festival merchandise as much as possible prior to the festival
- Returns performer merchandise at end of festival (or soon if performer is leaving early); with payment for merchandise sold less calculation for festival commissions
- Completes inventory of performer merchandise
- Completes receipts for sold merchandise
- Completes proper monetary transactions for selling of merchandise
- Sets an area for performer autographs
- Works with the event manager to ensure proper storage of money and credit/debit receipts
- Responsible for selling 50/50 and raffle tickets, drawing the winners, and relaying that information to the MC at the appropriate time. The Sponsorship Coordinator will ensure that the winners receive their prizes.
- Understand and complies with the Canada International Dance Convention volunteer regulations and code of ethics

#### **Skills Required:**

- Good verbal communication skills and sensitivity to customer needs
- Previous money management experience
- Previous sales experience
- Bilingualism in any language is an asset-please indicate on application form
- Must be detailed oriented
- Self-starter, able to take initiative and deliver on time
- Able to follow directions
- Demonstrate an ability to connect with people

#### **Commitment:**

- The shifts are 4-hours, Friday, Saturday, and Sunday ( 10-12pm each day open)
- Expectation is that you will be able to work 3- 4hour shifts or more within those days