



Carbondale Arts

Mountain Fair Vendor Liaison Job Description

The Vendor Liaison is the main point of contact for all Mountain Fair vendors, managing the process of application, selection, and attendance from beginning to end. It is an independent contractor position that reports to the Mountain Fair Chief of Operations and Carbondale Arts Executive Director. The right candidate will be a skillful communicator who enjoys people and fast-paced, high-energy environments.

Job Duties

- Keep MF Database updated
- Manage food vendors with the Health Department
- Oversee all vendor communication and arrangements
- Map out park
- Create vendor applications
- Assign booth numbers
- Oversee jury
- Oversee vendor check-in and check-out
- Create early acceptance list
- Solicit new/additional vendors
- Input and deposit checks

Timeline

November Send out early invites, and update google form to get an idea of return vendors, answering emails. *2-3 hrs total.*

January Send out invoices for booths after Jan.1 to early-acceptance vendors. Redo application, get it posted on website, answer emails, send out application to past vendors. *6-10 hours total.*

February Send out food vendor application + answer emails. *4-6 hours total.*

March Close art application, answer emails. Review and pre-select art vendors to try to save time for jury; get jury together, print out jury forms. Reserve room at Third Street Center for jury (approx 4 hours), tally jury sheets, get emails sent to not- accepted and accepted vendors. Get invoices sent to all vendors. Send out booth request to all early vendors. *30-40 hours total.*

April Send out booth requests to new vendors, send acceptance to food vendors, and invoices. Answer emails, start placing vendors in booths. *10-20 hours total.*

May Vendor follow up, send health dept. application. Answer emails. *5-10 hours total.*

June Follow up with the health dept. and vendors. Make sure everyone is approved. *3-4 hours total.*

July Send final emails to all vendors, vendor packets, paint park on Wednesday before Fair, Thursday: check in vendors, Friday: morning do health checks with all food vendors, check in with vendors, Sunday: check out with vendors, Monday morning: check out with remaining vendors. Total everything up, get money and totals to Amber. Organize close-out sheet, follow up with anyone that didn't check out and zero waste deposits. Create an early vendors list. *50-60 hours total.*

Skills Required

Excellent oral and written communication skills

Comfort with email, spreadsheets, Square, or similar software

Compensation

\$20/hour to shadow from now through Mtn Fair 2023

\$3,500 stipend for 2024



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