



## ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is a volunteer, unpaid position.

Role:	Vendor Coordinator
Reports to:	Director of Vendor Relations
Responsibilities include:	<p><i>Before the convention:</i></p> <ul style="list-style-type: none"> <li>● Responsible for updating convention vendor information package and application form online in conjunction with the Vendor team, including Director of Vendor Relations. May include consult with Web and Design teams.</li> <li>● Reviewing applications for vendors at annual convention and determining successful applicants. Each Coordinator will be assigned a group of Vendors, and manage the communication, invoicing, placement and other related duties for their assigned group.</li> <li>● Maintaining frequent and open communication through email and phone with Director of Vendor Relations and fellow team members, attending in-person or online meetings monthly/as needed.</li> <li>● Attend quarterly committee mega meetings as scheduled; may be called upon to deliver Vendor update to committee</li> <li>● Ensure accurate listing of vendors on all internal forms and verify final placement listing for web team prior to posting</li> <li>● With Vendor Team, create post-event survey with the goal of continuous improvement for the Vendor Floor.</li> <li>● Responsible for producing invoices, monitoring payments to ensure all assigned vendors are paid in full and vendor accounts are in good standing.</li> <li>● Assist other team members as necessary or as requested by Director of Vendor Relations.</li> <li>● Assist with assembly of vendor check-in packages</li> <li>● Can expect 1-2 hours a week of Hal-Con work. More in peak periods such as application/invoice deadlines, less at other times of the year.</li> </ul> <p><i>During the convention:</i></p> <ul style="list-style-type: none"> <li>● Supervise vendor move-in; address concerns from vendors</li> <li>● Ensure signage is in place for vendor area</li> <li>● Visit each assigned vendor multiple times over the weekend to check on satisfaction and address any concerns</li> <li>● Direct vendor floor volunteers</li> <li>● Be available to assist other departments as needed</li> <li>● Work with Vendor team to ensure the Vendor area is staffed the entire</li> </ul>



	<p>weekend. We attempt to ensure everyone gets a chance to enjoy some piece of the convention. Team members are expected to be available for the entire convention, while the vendor floor is open, and also during set-up and teardown.</p> <p><i>After the convention:</i></p> <ul style="list-style-type: none"><li>• Review all feedback from vendors in a non-judgemental way,</li><li>• Attend post-event summary meeting, brainstorming improvements and suggestions for following year) within three weeks of event close</li></ul>
Skills required:	<p>Excel, Word, comfortable with invoicing, web-based email (Gmail) QuickBooks experience is valued Team work is critical Excellent time management Excellent data management Excellent written communication, and a focus on customer service that is in keeping with the Hal-Con standard and our goal to execute a welcoming, professional event.</p>
Description last updated:	October 30, 2017

**Application:**

In order to apply for this position, please email [Shirley@hal-con.com](mailto:Shirley@hal-con.com) with information about yourself, any relevant skills or experience you have, and why you'd like to join the team. No more than 750 words.