



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"> ● 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. ● 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. ● 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. ● Attend quarterly committee mega meetings as scheduled; may be called upon to deliver Vendor update to committee ● Ensure accurate listing of vendors on all internal forms and verify final placement listing for web team prior to posting ● With Vendor Team, create post-event survey with the goal of continuous improvement for the Vendor Floor. ● Responsible for producing invoices, monitoring payments to ensure all assigned vendors are paid in full and vendor accounts are in good standing. ● Assist other team members as necessary or as requested by Director of Vendor Relations. ● Assist with assembly of vendor check-in packages ● 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. <p><i>During the convention:</i></p> <ul style="list-style-type: none"> ● Supervise vendor move-in; address concerns from vendors ● Ensure signage is in place for vendor area ● Visit each assigned vendor multiple times over the weekend to check on satisfaction and address any concerns ● Attend Vendor Service booth/table as needed ● Direct vendor floor volunteers ● Be available to assist other departments as needed



	<ul style="list-style-type: none">• Work with Vendor team to ensure the Vendor area is staffed the entire 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><i>After the convention:</i></p> <ul style="list-style-type: none">• Review all feedback from vendors in a non-judgemental way,• Attend post-event summary meeting, brainstorming improvements and suggestions for following year) within three weeks of event close• Planning for the following year
Skills required:	Excel, Word, comfortable with invoicing, web-based email (Gmail) QuickBooks experience is valued Team work is critical and taking initiative to respond to clients is vital. 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.
Description last updated:	November 08, 2018

Application:

In order to apply for this position, please email christopher@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.