



Suite B6,  
5675 Spring Garden Rd  
Halifax, Nova Scotia  
B3J 3R4  
Hal-Con.com

### ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Vendor Coordinator
Reports to:	Director of Vendors
General description of role:	Assist with the planning and management of the vendor floor at the Hal-Con convention alongside the other vendor coordinators.
Responsibilities include:	<p><i>Before the convention</i></p> <ul style="list-style-type: none"> <li>● Attending in-person or online meetings with the vendor team monthly or as needed</li> <li>● Attending quarterly mega-meetings with the entire committee</li> <li>● Updating the information for potential vendors on our website</li> <li>● Reviewing applications for vendors and voting on successful applicants without bias</li> <li>● Answering e-mails from vendors throughout the year</li> <li>● Invoicing and handling payments as well as planning the layout of the vendor floor.</li> <li>● Potential planning and participation in small markets outside of Hal-Con weekend.</li> </ul> <p><i>During the convention</i></p> <ul style="list-style-type: none"> <li>● Directing volunteers during the convention weekend.</li> <li>● Monitoring the vendor floor and addressing any concerns that may arise</li> <li>● Work with the 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 while the vendor floor is open, and also during set-up and teardown.</li> </ul>
Skills required:	<ul style="list-style-type: none"> <li>● Teamwork, initiative, attention to detail, &amp; good time management.</li> <li>● Customer service skills and professionalism both in-person during the event as well as through e-mail is essential.</li> <li>● Computer literacy - Gmail and Google Drive knowledge is an asset.</li> </ul>



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	<ul style="list-style-type: none"><li>• Experience invoicing through Quickbooks is valued but not required.</li></ul>
Description last updated:	August 13, 2024

If you're interested in applying for this post, please email [Stacey.Smith@Hal-Con.com](mailto:Stacey.Smith@Hal-Con.com) with your interest and qualifications, explaining why you feel you'd be a great person for this position. If you're excited for this opportunity, apply as soon as possible. Only those considered for the position will be contacted.

