



Contract Description:

## Artisans Market Coordinator 2017

---

The bulk of this position is event coordination and logistics, but the heart of the position is maintaining the quality of the market, relationships with vendors, and relationships with the community.

The ideal coordinator would have the following qualities:

- **Long-term** – Someone who has as strong tie to the Valley and is interested in doing this job for at least 5 years. It's important for the market that relationships are maintained with vendors, the high school, the preschool, and other business who help out, over the long term. We are looking for someone with an interest in a part time job of this relatively small scale, who plans to stay.
- **Understands quality craft** – Someone with a strong appreciation for quality craft and art. When selecting new vendors, you need to ensure they are producing an interesting, quality product as they may stay for many years. If the Coordinator is not familiar with a craft, they should know people who are so they can pull them into a jury committee. We have contacts who can assist with this in the first year. The market has become so popular that it is not currently necessary to go out and recruit vendors. We commonly get 50-100 more applications than we can accept.
- **Understands the Canmore Market** – Items for sale should cover a broad range of materials, uses and prices. They should appeal to a variety of ages, genders and styles. Very little sells over \$200. The Coordinator must be adamant in enforcing that vendors sell only what they themselves make. The Coordinator also has to be comfortable turning down quality vendors, even friends, who are too much like what the market already has, etc. That said, it's always good to accept one or two people who are just starting out. Many of our best and longest attending vendors started as beginners and have developed their work into exactly what Canmore is looking for.

- **Can handle the intensity in November** – The rhythm of this job is that a small amount of work is done in late spring, a fair bit in September, and then November is very intense. The week of the market is full time. The Coordinator has to be able to drop nearly all other commitments for that week.
- **Detail oriented** – Must be able to work easily with spreadsheets, payments and contracts, as well as measuring and marking up the layout on the floor. Most people really find that taping the floor to match the map is a challenge. Again, we have contacts who can help in the first year, but the coordinator needs to be able to learn this. Comfort with geometry, construction or floor plans layouts is a plus.
- **Friendly, calm, and in-charge** – On the day, things will go right, things will go wrong, and stressed out vendors or customers will have a crisis. You can solve almost anything by being confident, calm and smiling.

This contract runs April-January with an estimated 200 work hours for a flat fee of \$5,000. Schedule is flexible except for the week leading up to and the weekend of the event (always the 3<sup>rd</sup> weekend in November) during which the coordinator should anticipate working full-time. The upcoming market is:

- **Nov 18 & 19, 2017**

Canmore Preschool provides the coordinator with a volunteer Market Assistant from Aug-Nov. Preschool also provides many volunteers for specific tasks leading up to and at the market – poster hanging, table moving, decorating, working the door at the event, cleaning up, etc.

To apply for this contract, please submit your resume to [info@canmorepreschool.com](mailto:info@canmorepreschool.com) by April 16, 2017.

Thank you,

Lindsey Madden  
Administrator, Canmore Preschool  
606A 7<sup>th</sup> Ave  
Canmore, AB T1W 2H5  
403-678-2538