



**MARKHAM VILLAGE
MUSIC FESTIVAL**

Volunteer Position: Vendor Management Assistant (Volunteer)

Organization: Markham Village Music Festival

Location: Markham, Ontario

Time Commitment: Maximum 6-10 hours per week for about 6 months, minimal time commitment required for the rest.

The beats are getting louder, the anticipation is building, and the city is buzzing with excitement – it can only mean one thing: the Markham Music Festival is back, and it's bigger, bolder, and more electrifying than ever before! The event is packed with all genres of music, food and craft booths. Plus, there are activities for families and friends like the Kidz Zone and Barkham for you to enjoy a weekend of fun!

The Markham Village Music Festival is seeking a volunteer to join our vendor team. This dynamic team plays a crucial role in ensuring the success of our events by effectively coordinating and managing relationships with vendors. If you have excellent organizational skills, an eye for detail, and a passion for creating seamless event experiences, we invite you to be a part of our team.

RESPONSIBILITIES

This role will primarily work on managing vendor applications process, including but limited to locating, reviewing and processing applications, and issuing accepting letters. The volunteer will also support the team in vendor communication and event support.

Vendor Coordination and application:

- Communicate with vendors to understand their needs and requirements.
- Assist in the vendor selection process, considering factors such as quality, reliability, and cost.
- Assist in coordinating logistics with vendors before, during, and after events.
- Manage vendor application process.

Vendor Relationship Management:

- Work with cross-functional teams to build and maintain positive relationships with existing vendors.
- Explore new vendor partnerships to enhance our offerings and services.
- Assist in addressing any issues or concerns raised by vendors

Event Planning and Support:

- Work with cross-functional teams (e.g. vendors, volunteers, kids zone, entertainment, etc.) to communicate requirements for the event
- Assist in the setup and coordination of vendor spaces at events
- Support vendors on-site during the event

QUALIFICATIONS

- Computer literacy and proficient with Google /Microsoft suite of products (e.g. Gmail, Google Drive, MS Office)
- Strong organizational and multitasking skills.
- Strong written and verbal communication skills.
- Previous experience in vendor management or event coordination is a plus.
- Ability to work independently and collaboratively within a team.
- Passion for music and community events.

BENEFITS

- Gain hands-on experience in vendor management within the context of the Markham Village Music Festival.
- Learn from the experienced professionals in vendor relationship and management
- Businesses/Start-ups that would like to take this role on can receive recognition through sponsorship packages
- Contribute to the success of a vibrant community event.

How to Apply:

To apply for this volunteer position, please submit your application to volunteers@markhamfestival.com.