



PVDFest 2019 Call for Artisan and Craft Vendor Manager

Title of Position

PVDFest Vendor Manager

Pay:

50% of vending fees collected

Job time frame:

As soon as the position is filled through payment and reporting completion – the job is self-motivated

DESCRIPTION

- PVDFest 2019 is seeking an organized and experienced individual to assist with the management of all artisan vendors selling goods on Saturday, June 8th.

IMPORTANT NOTES

- The Artisan Market may expand to Sunday.
- When responding to this call please indicate if you are interested in Saturday, or Sunday or both.
- The vending fee will be determined by the Vendor Manager along with the PVDFest Team and the fee will be informed by PVDFest history.
- Deadline: This position will remain open until filled.

What is PVDFest?

PVDFest is a free, four day festival in downtown Providence on June 6–June 9.

Live music, dance, food, and visual art installations transform the city for a four-day, multi-arts take-over of public spaces, parks, and outdoor stages in the heart of Providence, Rhode Island. Artists from across the globe join the Ocean State's finest for a free outdoor party that inspires the soul, fires the spirit, and has thousands dancing in the streets. The cityscape pulses with cultural energy and urban spectacle in this Creative Capital celebration. Produced by the City of Providence with founding partner First Works, in its fourth year PVDFest has become a signature, much-anticipated celebration for residents and visitors alike.

Find out more at www.pvdfest.com

The Vending Manager is responsible for:

- Curating a vendor market on June 8th
- Curating a vendor market on June 9th
- Meeting projected budget line for vending revenue
- Creating an "Open Call to Vendors"
- Meeting press and marketing deadlines in March
- Partnering with the PVDFest marketing team for maximum visibility.
- Developing or using an existing website or interacting with the current PVDFest website to collect vendor submissions.
- Responding to vending submissions quickly and politely
- Developing and sharing a clear logistical vendors in and vendors out plan
- Working with the PVDFest Ops & Comms. teams to create clear information packages for vendors.
- Producing a database of participating and non-participating of vendors; this database should have name, contact info, what is being sold and peddler licensing information



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- A completed database 45 days from the event.
- Sharing the above information with with the PVDFest team & any integral operational partners such as: Public Safety
- Create a vending map 45 days prior to the event
- Attend no less than two internal festival meetings to maintain in communication with the production team
- Learning and understanding all safety codes involved in put tents and vendors in the street.
- Be sensitive to the existing businesses in the festival footprint
- Exemplify excellent management and communication skills
- Appear at one no more than two City Service meetings
- Producing a final report of PVDFest 2019 incorporating thoughts and summaries from all subcommittees as well as a written set of recommendations for PVDFest 2020.

The Ideal Candidate or Company will

- Show initiative, flexibility and good humor
- Have experience managing vendors in large and complex projects.
- Have passion for Providence’s arts, cultural diversity and creativity.
- Be comfortable with using PC-based Microsoft Office suite to create spreadsheets and other documents.
- Be Familiar with online workflow systems such as Asana, Dropbox etc..
- Have Ability to manage the needs of multiple stakeholders and projects simultaneously.
- Have excellent organizational and communication skills.
- Have excellent customer service and interpersonal communication skills, with ability to interact professionally with colleagues and external partners
- Be Able to communicate effectively both orally and in writing.
- Be Able to learn quickly and be effective in a fast-paced environment
- Have excellent organizational, time management, and follow-up skills
- Pay acute attention to detail
- Have bilingual fluency in English and Spanish. *Preferred, but not required*

APPLICATION INSTRUCTIONS:

Please send resume and a cover letter which clearly articulates your interest and qualification for the position.

Send electronic submissions to Lizzie Araujo, at laraujo@providenceri.gov.

In the subject line please put:

“PVDFest 2019 Vending Manager ”

and indicate your preference by adding

“SAT. or SUN. or BOTH”

Thank you! We appreciate your interest.