



Vendor Market Coordinator

The Vendor Market Coordinator is responsible for creating a seamless experience for vendors showcasing at the Hants County Exhibition. Duties include managing any logistical needs, communications and on-site trouble shooting. The ideal candidate is highly organized, people-focused, and thrives in a fast-paced environment.

Key Responsibilities

Vendor Relations

- Serve as the primary point of contact for all vendors before, during, and after events.
- Provide clear communication regarding setup times, policies, expectations, and event updates.
- Support vendors with booth placement, logistics, and troubleshooting on event days.
- Build strong relationships to encourage vendor retention and market growth.

Event Operations

- Oversee on-site setup and teardown, ensuring smooth flow and adherence to safety standards.
- Work with Darwin Events to manage check-in processes, booth assignments, and vendor support throughout the event.
- Monitor event conditions, address issues proactively, and maintain a positive atmosphere.
- Coordinate with security, maintenance, and other support teams as needed.

Qualifications

- Experience in event coordination, vendor management, hospitality, or related fields.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work independently and make quick decisions under pressure.

Working Conditions

- Requires lifting, walking, and outdoor work during market days.
- Flexible schedule