



Muir Lake Community League

Job Description - Markets Coordinator

Position Title	MLCL Auxiliary Officer (non-voting position)
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No experience required.

Instructions for Markets Coordinator

- Dates are selected at the AGM (usually 2 per year).
- We usually run a Christmas Market in November and would like to introduce a Spring Market in May as well.
- Tables are \$25 each; (\$10 refund if they stay to clean up, putting their table and chairs away. (Only 2 chairs per table)
- There is an online JotForm for participants to register for the market. The first is to pre-register so we can ensure Parkland County members receive first dibs, second to reduce duplication of items being sold in the Market.
- Once vendors are selected, we would then send them a second link to confirm their spot.
- 34 table total fit in the hall, 12–8 ft and 22-6 ft (Layout map provided)
- We ask vendors for donated item to create some door prizes for guests and to help promote the events.
- Concession will be open; basic items only. Confirm inventory in the concession; if required restock pop, chips etc. (Instructions for concession are in the Google Shared Drive)
- We try to have some sort of entertainment like music, photographer with Santa, or Easter Bunny etc.
- Once confirmed, send events detail to the events coordinator to start advertising the event across all media streams.
- The events coordinator oversees any licenses, budgets or special requests to bring to the executive board for any events run through the hall.

Perks for Markets Coordinator

- Free market table for yourself for running the Markets
- Connect you with others in the community, make new friends and contacts.