



Job Description

Market/Event Coordinator

Role

Coordinates all aspects of the Orangeville Farmers' Market & OBIA annual events, including planning, implementation, compliance, risk management, health & safety, vendors, and entertainment. This is a hybrid role; planning & administrative work can be conducted remotely, but on-site work in downtown Orangeville is required for meetings as required and on Market and event days.

Current Opportunity

- Reports to the OBIA Executive Director
- Average of 23 hours/week at \$20
- Monthly phone & internet allowance

Event Coordinator Duties

- Creates and implements event plans in conjunction with Executive Director
- Creates and maintains relationships with local business for sponsorship and participation.
- Builds event schedules, retains entertainers/performers, and negotiates contracts.
- Manages vendors from application stage to event day tear down.
- Recruitment of members, vendors, and community organizations for participation.
- Assists with municipal event permits, road closure requests, building permits, road occupancy permits, and facility rentals.
- Assists with Health Board & AGCO permits
- On site coordination of all aspects of the event, including entertainers, vendors, staff, etc.
- Reviews advertising/marketing materials for accuracy.
- Submits all invoices for payment.
- Collection of vendor fees
- Ensures health board & AGCO compliance.
- Ensures health and safety policies and practices are followed.
- Ensures events are safe and using standard risk management practices.
- Implement emergency policies and procedures.
- Event communications in partnership with other staff members.

Farmers' Market Coordinator Duties

- Reports to the OBIA Executive Director.
- Responsible for the on-site coordination of all aspects of the Market, including vendors, entertainers, staff, and volunteers.



- Organizes and leads annual meetings of the Vendor Committee.
- Recruits, facilitates, supervises, and organizes the vendors.
- Collection of vendor fees.
- Responsible to submit all invoices for payment.
- Reviews & approves vendor applications with Market Committee/Executive Director
- Responsible for Vendor communications.
- Organizes market promotions and events.
- Ensures that all record-keeping and reports are up to date and accurate
- Tracks hours and submits time sheets to Executive Director for approval.
- Confirms accuracy of Market advertising and promotional materials
- On site supervision of Market/Event Assistant.
- Creates and maintains relationships with local business for sponsorship opportunities.
- Builds promotional/event schedules, retains entertainers/performers, negotiates contracts.
- Manages vendors from application stage to weekly Market tear down.
- Assist with obtaining municipal event permits & fulfilling associated requirements.
- Responsible for Health Board permits and to ensure Health Board compliance.
- Ensures Market is safe and free of hazards following standard risk management practices.
- Ensures health and safety policy and practices are followed.
- Implementation of emergency policies and procedures.

Education/Experience

- College or University level education or demonstrated, relevant work experience.
- 2-5 years of farmers' market, event planning, or project management experience preferred.

Skills/Requirements

- Exceptional organizational skills & attention to detail are essential.
- Ability to keep calm under pressure is a must.
- Excellent communication skills (English, written & verbal) are a must.
- Strong problem-solving, leadership skills and negotiation skills
- Experience using Microsoft Office suite, including Outlook, Excel, Word, SharePoint
- Market or event management software experience is an asset.
- Must be able to lift 50 lbs and meet the physical demands of event set up & tear down.
- Willing to work outdoors in all weather conditions.
- Required to work most Saturdays year-round (6 am start).
- Smart Serve Certified (or able/willing to obtain immediately upon hiring).

Apply - Email Resume & Cover Letter to Alison Scheel at info@downtownorangeville.ca