



The Mill Race Folk Society



P.O. Box 22148, Galt Centre Postal Outlet, Cambridge, Ontario N1R 8E3 Phone: 621-7135
mill_race@yahoo.com www.millracefolksociety.com

Mill Race Merchandise Coordinator

Reports to: President/Artistic Director	Prepared by: Emma Galloway
Department: Purchasing/Retail	Approved by: Brad McEwen

Position Overview:

Responsible for festival merchandise purchasing from various suppliers, pricing, set-up at sales tables and inventory control (pre and post) of Mill Race promotional merchandise.

Essential Job Functions (Duties & Responsibilities):

- Purchase new promotional merchandise from suppliers via either online or in-store
- Price adjustments for merchandise (old stock and new)
- Visual merchandising on information booth tables
- Inventory keeping and tallying pre and post festival
- Work alongside Information Booth Coordinator to in set-up and take down of sales/info tables and booths
- Annual written Merchandise Coordinator report (post fest)

Skills:

- Good MS Application computer skills (Word, Excel)
- Be able to use Walkie Talkie to communicate with fellow coordinators or other volunteers
- Excellent communication and/or sales skills
- Basic mathematics (adding, subtracting, multiplying, dividing)
- Repetitive motions (walking, bending, lifting)

Qualifications:

Experience in customer service or retail. Sales and visual merchandising experience or as coordinator or volunteer an asset!

Personality:

Sales-oriented, trustworthy, professional, mature, friendly, credible, and comfortable in dealing with fellow festival coordinators, volunteers and various performers from different cultures and languages. Reliable, tolerant, timely and determined. Able to get along with others and be a team-player. Excellent in-person communication is essential!

Time Commitment:

- Monthly Meetings; 1st Wednesday of each month - 2-10 hours per month. Attendance at meetings throughout the year not necessary unless the Coordinator is also a Board member. Attendance at June and July meetings are essential.



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- Mill Race Festival: Friday evening, Saturday and Sunday of Civic Holiday weekend