

## **Vendor Manager (4 hours per week)**

**Are you good at organising, do you have excellent communication skills and would you like to contribute to the My Little Pony community? Do you want to gain experience in planning and managing contacts? Then apply to this role and become a part of the Hearth's Warming Con staff!**

The Vendor Manager is responsible for handling vendors that will be selling their merchandise at the convention. This includes both artist vendors and commercial vendors. It is important to have good communication skills to handle inquiries from vendors as well as keeping them updated. The Vendor Manager will also be responsible for evaluating and approving vendors and making plans for vendor areas and spaces. At all times must the Vendor Manager be able to keep an overview of vendors as well as making sure that the needs of the vendors are handled.

### **Required/Desirable Skills**

- Experience as a vendor or with handling vendors.
- Fluent in English, both spoken and written.
- Attentive and reliable team player.
- Good communication skills, both spoken and written.
- Preferably have experience in organizing events.
- Basic knowledge of Dutch trade laws

### **Rewards**

- Event planning experience
- Free access to the convention
- Free staffer T-shirt
- Free meals during the convention
- New friends and fun experiences!
- Something to add to your CV

**Do you want to apply for this position?** Please send us your resume and cover letter to: Diederik van der Heijden; [d.vanderheijden@hwcon.nl](mailto:d.vanderheijden@hwcon.nl) Questions are also welcome!