



## **Montrose Arts & Crafts Festival Coordinator**

The Montrose Shopping Park Association is now accepting applications for the position of Arts & Crafts Festival Coordinator. We are seeking a dynamic individual who will attract, solicit, locate and annually refresh a qualified vendor assortment that meets MSPA established criteria, ensure that the expected number of Artisans and Food Vendors is juried and secured in a timely fashion in order to achieve MSPA budget expectations for this event, and supervise and execute all aspects of the assignments necessary for the success MSPA's Arts & Crafts Festival.

Applicants must be able to communicate in a clear, timely and positive manner with the MSPA Board, its committees, other contractors, vendors, and MSPA membership as required via email, verbally or in written correspondence. Applicants must be able to analyze data and make recommendations as needed. Basic computer and internet skills are required to perform these functions.

Applicants must be able to create an event plan, taking responsibility for the execution of the event, determining logistics for permits, venue, plot map, parking, sound equipment, street closures, trash services, equipment rentals, staff and volunteer needs, vendors, décor, entertainment, advertising and promotion, merchant communication, first aid and response plan, security, safety, accounting procedures, and food/beverage services, developing an event- specific time and action plan.

To apply, send your resume by email to [info@shopmontrose.com](mailto:info@shopmontrose.com) no later than August 30, 2018.