



VACANT POSITION

JOB TITLE: *Trade Space Steward*

REMUNERATION: *Volunteer*

MAIN RESPONSIBILITIES:

- *Source potential vendors for Brookfield Show*
- *Work with Media and Communications Manager to create and upload application form to website*
- *Organise placement of vendors around Brookfield Showgrounds*
- *Arrange payment for space rental*
- *Inform vendors of their location prior to Brookfield Show*
- *Notify vendors of 'Bump In' and 'Bump Out' procedure*
- *Mark trade spaces to simplify 'Bump In'*
- *Complete 'Bump In' prior to commencement of Brookfield Show*
- *Manage the allocation of trade space throughout Brookfield Show*
- *Complete 'Bump Out' procedure following Brookfield Show's Conclusion*

ATTRIBUTES:

- *Organisational skills*
- *Good written and verbal communication*
- *Ability to dedicate a few hours to the competition in the preceding weeks of Brookfield Show*