

## **Festival Market Coordinator (12-Week Contract)**

The Aga Khan Museum connects cultures and communities through the arts. The Museum's mission is to spark wonder, curiosity, and understanding of Muslim cultures and their connection with other cultures.

The Toronto-based Museum promotes pluralism through art, storytelling, and enlightened encounters, across cultures. Using traditional and contemporary art as well as performing arts as a force for positive change, the Museum's vision is to impact lives and contribute to more inclusive and peaceful societies. The Museum acts as a global learning hub, playing a unique and pivotal role in building connections between people and communities locally, nationally, and internationally.

### **Purpose of Position**

The Festival Market Coordinator is responsible for the sourcing, contracting, and coordination of vendors to participate in the food and artisan market as part of the Aga Khan Museum's Rhythms of Canada festival taking place from June 29 to July 1, 2024.

### **Key Responsibilities**

#### Sourcing Vendors:

- Creating and managing a call for applications for artisan and food vendors.
- Researching and sourcing vendors for the festival that align with the mission, vision, and values of the Aga Khan Museum.
- Acting as the key point of contact for any festival market-related questions and inquiries.

#### Securing Vendors:

- Working with the Special Projects Manager and Director, Collections and Public Programs to select vendors for the festival that align with the mission, vision, and values of the Aga Khan Museum.
- Working with the Museum's Legal department to contract selected vendors.
- Working with the Museum's Procurement Specialist and Finance department to process vendor rental fees.
- Working with the Museum's Procurement Specialist to ensure food vendors comply with required health and safety parameters as set out by the Museum and Toronto Public Health, including gathering information related to general liability insurance.
- Liaising with food vendors and Toronto Public Health to ensure the festival market meets health and safety requirements.

#### Event Execution:

- Working with the Special Projects Manager and Events Manager to assign vendor booths/tables and book adequate resources for market infrastructure.

- Scheduling and coordinating load-in and load-out of vendors for each day of the festival.
- Acting as a key point of contact for vendors on-site during the festival dates, fielding any concerns or inquiries.

### **Qualifications & Experience:**

- Minimum completion of a college diploma or university degree is preferred, ideally with courses in any of the following: event planning, administration, management, marketing, retail management, agriculture, food services, communications and/or community engagement is an asset. A combination of education and experience will be considered.
- Minimum two years of experience as a festival market coordinator or events assistant, with a community and/or non-profit strongly preferred.
- Minimum two years of experience with coordinating events including planning logistics.
- Excellent communication skills.
- Safe Food Handling Training and Certificate is an asset.
- Strong customer service skills.
- Strong problem-solving skills.
- Excellent administrative and organizational skills.
- Technical ability and willingness to learn new systems as required for the role.
- Familiarity with MS Office Suite.
- Familiarity with Monday.com is an asset.
- Ability to be on-site for the duration of the Festival from June 29 to July 1, 2024.
- Inclusive and respectful of diverse populations.
- Knowledge and passion for arts and culture.
- Ability to lift and carry objects up to 25 lbs.
- Expressed interest in the mandate of the Museum.

### **To Apply**

Please send your resume to [akm.hr@akdn.org](mailto:akm.hr@akdn.org) by **April 24<sup>th</sup>, 2024**.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted. Please note that the Museum is an equal-opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.