

## TH&SG Sales Event Coordinator Job Description

**Sales Event Coordinator** shall facilitate guild member participation in sales events, coordinate scheduling and coverage for the events and maintain the guild's event equipment and supplies.

The duties of the Sales Event Coordinator

1. Plan and implement TH&SG's participation in all projects and events that pertain to the sale of goods.
  - a. Select and/or assess event locations in terms of marketing and sales
  - b. Prepare a diagram and select appropriate equipment and supplies.  
Arrange transportation for equipment and supplies.
  - c. Publicize the event to members using all communication methods available.
  - d. Prepare schedules and solicit volunteers to insure appropriate coverage for the event including set- up and take- down
  - e. Work in conjunction with the Guild treasurer to complete the event's financial responsibilities
  - f. Prepare a summary of the event for the Board and general membership.  
Maintain accurate records of all activities involving the sale of goods
2. Monitor and Maintain all the TH&SG equipment, supplies and fundraising inventory (tees, totes, journals, etc.)
  - a. Serve as caretaker for the equipment, supplies and inventory currently in a storage unit.
  - b. Complete an annual inventory of sales-related equipment and supplies.
  - c. Maintain accurate records of the fundraising inventory
  - d. Transport this inventory and a stocked cash box to and from the Guild meetings and oversee routine sales.
  - e. Assemble a team of volunteers to periodically assess the condition of the sales equipment and make repairs.
  - f. Prepare an annual budget for the purpose of replacing broken or worn equipment, purchasing disposable goods used at the events and office supplies used for signage, etc.
3. Oversee TH&SG's "Loaner Loom" Project
  - a. Maintain accurate, up-to-date records of loan agreements.
  - b. Monitor the condition of the looms and related equipment.
  - c. Insure that members meet their contractual agreements