



Overview of Club/Association

Activate Byford Inc. is a Not for Profit Association which, as part of the Town Team movement develops projects of an artistic and creative nature to encourage community involvement in and around Byford Town area. We have been incorporated since 2022, and our projects include Play productions, Byford Pictures displays, the Artisans Twilight Market and a current Design a Decal road safety project.

Job Title

The Community Market Facilitator is a key person within the Activate Byford team whose role is to help run the Community Artisans Market. This role evolved from the success of our inaugural Twilight Market held in November 2023. We intend to have at least two such Artisans markets each year

Responsible To

The position is responsible to the Activate Byford membership. The working principles of Town Teams directs responsibility for members' efforts towards a hub of group accountability rather than along a chain of command.

Responsibilities and Duties

- Ensuring registration of Market event and related booking facilities, requirements, safety issues, and Insurance.
- Manage EOI and booking process for market stall applicants, process suitable applicants and allocate siting according to nature of service product and interests . Liaison with potential stakeholders e.g. Shire library and local store retailers having collaborative interest
- General market and site management, auxiliary support. arrangements (use of site previously agreed)

Knowledge and Skills Required

- General operational experience of a Community market event, especially coordinating market stall applicants.
- Interpersonal skills sufficient to successfully negotiate and network within arts and crafts groups, both commercial and voluntary.
- Accurate record keeping in both financial and organisational terms
- Competent in MS word and excel

Estimated Time Commitment Required & Period of Appointment

-Frequency of commitment in undertaking tasks likely to less intense at certain times of the year.

-Attend meeting at 6:30pm first Wednesday of the month at Byford Country Club

Contact name, number and email address.

Please contact Richard on 0437 025 487 or email byfordactiv8@gmail.com for more information expressing interest in role