



## **Assistant Sydney Co-ordinator**

### **Job Details:**

- Invoicing and booking all designers, keeping records of all stall requirements.
- Assistance with stall bookings, floor plan, bump in plans etc
- Assistance with event co-ordination.
- Working at the markets, co-ordinating bump in & bump out
- Sydney based, needs to be able to travel easily to Erskineville & Redfern (CarriageWorks)

### **Experience:**

- Needs to be highly organised, efficient, confident and a good communicator.
- Experience with word, excel, email applications and generally good internet knowledge.
- Experience with events preferred but not essential – needs to show passion for events.
- Suitable position for student studying events looking for more experience or someone wanting to develop their skills with design events.

### **Specific dates:**

- Working alongside Sydney directors, fortnightly every Friday from 12th March until lead up of our May event.
- Start Friday 12th March until Sydney Market close 8th March.
- 12th & 26th March. 9th & 23rd April and actual market weekend - May 7th & Saturday 8th – all day
- We would like this relationship to be ongoing and keep involvement in other events in 2010.

### **How to apply:**

if you are interested in this position - please email your resume and give us a brief description of who you are, what you are passionate about, why you want to work with Finders Keepers and how it will potentially benefit your career development.

Email: [info@thefinderskeepers.com](mailto:info@thefinderskeepers.com) with: Assistant Sydney Co-ordinator in the subject