

the **FINDERS** KEEPERS

Finders Keepers 2IC Role & Responsibilities

Main Purpose:

To provide high level assistance to the Finders Keepers National Event Manager with event orientated administration support, logistical assistance and task completion pre, during (onsite) and post events.

Key Responsibilities and accountabilities:

1. Ongoing training with National Events Manager throughout the AW18 season;

2. Primary accountabilities ongoing and at events as the 2IC:

- Work with venue and city councils on relevant permits that are needed for events;
- Book and manage all Labour Hire and Crew Management for events and onsite at events;
- Be the Onsite manager for the bump-in and bump-out plan for crew, stallholders and suppliers;
- Manage all Finders Keepers supplier freight logistics - including the safety management and implementation plans for container unload / pack up;
- Manage onsite and offsite storage solutions and all FK event inventory
- Manage the maintenance and purchasing FK event inventory as required;
- Manage crew travel, accommodation, bookings and all staff logistics;
- Maintain and implement new systems where required for all team travel policies, expense policies and reward programs; and
- Onsite manager for the cash and eftpos management systems (front desk, info desk and bar); and
- Host and contribute to post event FK evaluations.

3. Assistance to Finders Keepers National Event Manager with specific regards to:

- Crew roster, pre-event comms and management onsite during events;
- Event supplier management including follow up of bookings, quotes and schedules;
- Floorplan management - planning, development markups and final sitemaps;
- OH&S plans and adherence plus development and continual managements of risk assessments;
- Crowd management plans;

- Bar operations management at events; and
- Development of call and run sheets, schedules, programming for each event.

4. When the National Event Manager is not present onsite at events the 2IC will assume the responsibilities as:

- The point of contact for venue, security, suppliers and cleaners onsite at event;
- The Onsite Manager for supplier scheduling, bump in, bump out onsite at events; and
- All safety and evacuation procedures, including team induction coordination and management on site.

Our Mission:

is to be Australia's biggest and best curated design markets. Showcasing innovative emerging design, cultivating community, creating an inspired shopping experience and empowering and supporting small businesses.

We support conscious consumerism and strive to always create the benchmark for supporting authentic, high-quality, independent design by talented makers.

Our Team values:

We believe in equal opportunities and seek to empower all of the Finders Keepers team members.

We seek to deliver the very best customer service; we treat all sellers, customers, suppliers and team members with equal courtesy and respect.

We strive to always be open, honest and approachable. We are creative thinkers, problem-solvers, adaptable and flexible. We aim to nurture the community spirit, and support one another in everything that we do.