

## **Vendor Director**

### *Volunteer Leadership Role*

The Vendor Director plays a key role in shaping the experience of vendors at the annual Pikes Peak Pride Festival and Parade. This volunteer position oversees every step of vendor participation, ensuring an organized, welcoming, and inclusive environment that reflects the spirit and mission of Pikes Peak Pride. Using Eventeny, our event and vendor management platform, the Vendor Director manages applications, communication, and on-site logistics to help create a seamless festival weekend for our community.

## **Key Responsibilities**

- Oversee vendor applications, approvals, communications, and booth assignments through Eventeny.
- Serve as the primary point of contact for all vendor questions and needs leading up to and throughout Pride weekend.
- Coordinate vendor placement, load-in, setup, operations support, and teardown to ensure a smooth festival flow.
- Partner with the Parade and Festival Committee to ensure all vendor activity aligns with event policies, permits, safety requirements, and site plans.
- Maintain accurate vendor data and provide regular updates and reports to the Board and Parade & Festival Committee.
- Support vendor-related fundraising initiatives and assist with integrating sponsor activations where applicable.
- Collaborate with the Volunteer Committee to ensure on-site vendor support coverage during festival operations.

## **Qualifications**

- Excellent organizational, communication, and customer service skills.
- Comfortable with technology; experience with Eventeny or event/vendor management tools is helpful but not required (training provided).
- Ability to troubleshoot, multitask, and remain calm under pressure during live events.

- A strong commitment to the mission of Pikes Peak Pride and to fostering an inclusive, affirming community experience.

### **Time Commitment**

- Approximately 10 to 15 hours per month in the months leading up to Pride.
- Increased availability during the 4 to 6 weeks immediately before the Festival and Parade.
- Required in-person participation during the festival and parade weekend.

### **Reports To**

Parade & Festival Committee Chair and the Pikes Peak Pride Board of Directors