

The Role of an Assistant Trade Manager

The trade manager, helped by their assistant, work together to cover the following duties:

- Ensuring the Events Committee Chairman has all the information required to decide stand rates and discount schemes at the October Board meeting each year
- Working with Artytype, once the stand fees and any discount schemes are confirmed, to send out a covering letter and booking forms, for all three shows, to all traders on the database
- Receiving, via Artytype completed trader booking forms and entering the requirements into a spreadsheet. Much of this is done via an on-line booking system but some traders prefer the booking forms
- Working with the show manager to enter requirements on a floor plan for the event
- Working with Artytype to chase any outstanding replies / late payments
- With our Admin assistant ensure all replies are added to the on-line booking system
- Liaising with the Show Managers and the rest of the Committee to ensure they get regular updates
- Produce reports for all Events Committee meetings
- Ensuring with the show manager that lists of furniture requirements are ready for the build-up day
- Ensure the Traders Booking Details Page of The Gauge O Guild website is up to date
- Thanking traders and societies after events
- Keeping the trader and society mailing list is up to date to reflect any retirements or new interest
- Communicate by email with traders and societies throughout the year as required to ensure they are aware of any important decisions or relevant information
- Download from the booking system, a detailed spreadsheet of income by trader / society for all shows which shows whether people are part of any discount scheme and what they are purchasing.
- Produce a summary of income for each show for Show Managers and relevant Management Committee members
- Liaising with show managers and Artytype about necessary signage
- Escalating any concerns to the Chairman of Events or Finance Director as appropriate
- The assistant trade manager will provide support as required and should be fully informed about trader and society plans for each show and any major decisions so that they could cover any Trade Manager absences / answer any questions in the absence of the trade manager, as required