FUR-EH! STAFF ROLE

Dealers Den Assistant

Events · Volunteer role (unpaid)

Open position

REPORTS TO
Dealers Den Director

DIRECT REPORTS
None

WORKS CLOSELY WITH
Dealers Den team, Health & Safety, Registration, Hotel team

TIME COMMITMENT
About 10 hrs on-site at the con; busiest in December for vendor selection

About the role

The Dealers Den is one of the busiest rooms at Fur-Eh!, with around 90 vendors plus the 18+ den. You help pick a fair, varied line-up in December, then help keep the Den running smoothly for vendors and shoppers all weekend. We're looking for 3 or 4 assistants.

Where: mostly on-site at the con in Edmonton (Thursday load-in to Sunday load-out), plus online vendor selection through Teams in December. **All staff** sign the staff NDA and follow the Fur-Eh! Code of Conduct.

What you'll do

- Review vendor applications in December and score them fairly against the selection criteria
- Check vendors in at Thursday load-in and help them find their tables
- Walk the Den during open hours, help vendors and keep aisles and doors clear
- Make sure Den rules are followed, including no AI art and concealed adult items
- Staff the 18+ den door and check ID
- Pass problems to the Dealers Den Director and safety concerns to Health & Safety
- Help with Sunday load-out and leave the room tidy for the hotel
- Gather vendor feedback for the post-con debrief

Key dates

December
Juried vendor selection

Con Thursday
Load-in and vendor check-in

After the con
Vendor feedback and debrief

What you'll need

- 18 or older
- Fair and unbiased; sticks to the selection criteria
- Discreet with vendor and payment information
- Customer service, retail or market experience an asset

Tools & access

- @fureh.ca email account
- Microsoft Teams
- Convention Master (Dealers Den module)
- Staff radio at the con

Perks & recognition

Free Fur-Eh! registration · Free staff t-shirt · Staff Lounge access · Staff appreciation dinner · Annual staff-appreciation gifts

SCAN TO APPLY