

## **Harbour Market & Concessions Development Coordinator**

Responsible to: Minehead Coastal Communities Team (MCCT) and West Somerset Council (WSC)

Contract amount: £6,000 pa (funded for 2 year period)

### **Key responsibilities:**

- To develop, promote, market and manage delivery of a new summer Harbour Market and suitable seaside concessions for Minehead seafront
- Develop and establish the new Harbour Market for summer 2018 and summer 2019
- Invite concessions suitable to Minehead's seaside environment
- Market and promote the Harbour market and concessions by social media and appropriate avenues
- Relationship management – to undertake key stakeholder engagement with seafront businesses
- To run regular surveys to monitor visitor numbers
- To collect information in relation to customers feedback/consultation etc, and advise on a strategy for improvement and sustainability
- To manage and coordinate the setup of the market
- Design, implement and update a marketing and promotions activity plan for markets and concessions
- To liaise with the MCCT in relation to market and concession activity
- To actively seek funding and sponsorship for the market to sustain itself
- To update, feedback and report to agreed timeframes
- To undertake any other duties associated with the role and/or directed by the MCCT/WSC

Closing date 24 April 2018 at 12 noon

Interviews to be held 30 April 2018