

**From:** Kelly Hickey [mailto:sydzea@yahoo.com]  
**Sent:** Thursday, October 17, 2019 3:17 PM  
**To:** Kathleen Ramsay <KRamsay@TownOfMiddlebury.org>  
**Subject:** Re: Bundle Manager Responsibilities

Bundle Manager Job responsibilities include:

- Weekly meeting with BMP director. 4 hour/month
- Attend occasional Monthly meeting presentations by BMP, Town Select Board, Economic Health Committee, Downtown Retreat, etc. ~ 3 hours/month
- Fielding email/phone/walk-in inquiries about opportunities or participation at Bundle - Averaging 10/monthly inquiries in the form of 7 possible vendors for workshops/markets and 3 additional informational/community partners (VT YouthWorks, Adult Learning, Makery, Fellow Downtown Businesses, THT, Maple Run Marketing, Sue Hoxie as BMP Marketing, etc) ~ 20 hours/month
- Communicating Bundles mission and guidelines to scheduled vendors/instructors and community at IN-Person meetings ~ 8 hours/month
- Create and email Google Doc contracts for committed vendors ~ 2 hours/month
- Schedule classes and events to create the most optimal curation of +/-7 events
- Collect Vendor/instructor contracts and payment ( personally delivered from vendors or via email from BMP Treasurer). Keep organized contracts filed on sight with calendar and surveys from class participants. ~ 1 hour/month
- Maintains spread sheet with measurable. ~ 1 hour/month
- Coach Vendors/instructors with how they can best optimize registration, set-up, marketing, set-up etc. Typically via email post vendor commitment ~ 2 hour/month
- Market classes thru creating & distributing posters for window, flyers for placement around town, social media and news outlets (Addison Independent, Front Porch Forum) ~ 3 hour/month
- Follow up email prior to class with Vendor/instructor to verify class size, load-in and load-out details, any specifics related to last minute details. ~2 hours/month
- Arrive ahead of instructor to pre-set space, arrange to bring any items in that instructor may not own. ~ 10 hours/month
- Be on sight for duration of event from pre-set thru break-down. ~21 hour/month
- Create and print out/email a calendar of events for BMP media specialist and Director, College media connections, townspeople passing by. ~ 1 hour/month
- Monthly statements of expenses compiled and sent to BMP Treasurer and monthly management fee sent to BMP. ~ 1 hour/month
- Stay proactive in seeking next location for Bundle by inquiring and creating relationships with leasing offices/ rental agency.... assessing physical attributes of properties that will make it serviceable or appealing for future permanent tenants. ~ 2 hours/month

Averaging 81 hours/month

You can't buy "immediate experience" on line Meeting an artist and having interaction is a direct experience that impacts us in a direct and emotional way.

**Kelly E Hickey**

Artist/Creative Consultant/Manager

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