



JOB DESCRIPTION

Job Title: Food Vendor Coordinator
Reports To: Executive Director
Status: Part-Time, Temporary
Location: ACTA Fresno Office; on-site at the Festival (October 2-4, 2026)
Pay Range: \$30-\$35 per hour, depending on experience
Schedule: August-October 2026; hours vary based on festival planning and operational needs.

THE ORGANIZATION

The Alliance for California Traditional Arts (ACTA) supports the health, vibrancy, and evolution of the State's diverse cultural traditions through advocacy, public programs, grantmaking, and connections for folk and traditional artists. ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators and has become nationally recognized for its cultural equity leadership, intellectual capital, and excellence in program administration. Over the past 28 years, ACTA has grown into a \$5+ million, statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco, and remote staff located in various parts of the state.

JOB SUMMARY

The Food Vendor Coordinator manages all aspects of food vendor participation for the Great Valley Gathering Folklife Festival (October 2–4, 2026), serving as the primary liaison between the festival and participating food vendors. Working closely with the Festival Director and staff, this position coordinates vendor communications, contracting, permitting, site logistics, and on-site operations to create a diverse, efficient, and welcoming food experience that reflects the cultural mission of the festival. The Food Vendor Coordinator oversees vendor logistics from initial outreach through festival closeout, helping vendors navigate application requirements, health and safety regulations, operational procedures, and festival expectations. This position collaborates with Production, Operations, and site management teams to support vendor success while maintaining compliance with all applicable regulations and festival policies.

PROGRAM FOCUS

This role is dedicated to supporting the successful planning and execution of ACTA's inaugural folklife festival in Fresno. The position works across internal teams, contractors, and partners to align production planning with programmatic goals, site conditions, and community engagement priorities. The Volunteer Coordinator contributes to supporting a cohesive and well-coordinated festival environment.

JOB DUTIES

- Serve as the primary point of contact for food vendors throughout the planning process and festival.
- Manage the vendor intake process, maintain accurate vendor records, and coordinate vendor onboarding, following selection by the Festival Director.
- Prepare, collect, and track vendor agreements, permits, licenses, insurance certificates, and other required documentation, coordinating with local health departments and regulatory agencies as needed.
- Communicate festival policies, schedules, deadlines, participation requirements, and procedures to all food vendors.
- Collect and manage vendor operational information, including menus, pricing, equipment needs, utility requirements, and other logistical details.
- Coordinate vendor site assignments, infrastructure needs, load-in, setup, inspections, schedules, and load-out.
- Conduct vendor orientations and monitor compliance with health, safety, operational, and festival regulations throughout the event.
- Document vendor participation, operational issues, post-event evaluations, and recommendations for future festivals.
- Perform other related duties as assigned.

SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED

- Experience coordinating vendors, festivals, farmers markets, special events, or community events.
- Strong organizational and project management skills.
- Excellent customer service and relationship-building abilities.
- Knowledge of food vendor operations, health permits, and event logistics preferred.
- Ability to manage multiple priorities and deadlines simultaneously.
- Strong written and verbal communication skills.
- Experience working with culturally diverse communities and small business owners.
- Ability to solve problems quickly in a fast-paced event environment.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Ability to work evenings, weekends, and extended hours during festival operations.
- Bilingual English/Spanish is highly desirable.
- Valid California driver's license and reliable transportation preferred.

TIME COMMITMENT

August: Approximately 30-35 hours per week

September–October: Approximately 40 hours per week

Onsite presence required for the full duration of the festival, including key production days

PAY

The compensation for this position will be dependent on experience. ACTA's pay rates are benchmarked to *Fair Pay California Nonprofits*. ACTA's pay range for this position is \$30-35/hour, depending on experience.

TO APPLY

Please submit the following application materials to jobs@actaonline.org with the subject line "Food Vendor Coordinator":

- Cover letter describing your interest and relevant experience
- Current resume
- Three professional references, including each reference's name, title, organization, contact information, and relationship to you

APPLICATION DEADLINE

This position is open until filled. Applications will be reviewed on a rolling basis. The preferred start date is August 3, 2026.

EQUAL EMPLOYMENT OPPORTUNITY

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

Updated: July 20, 2026