



Job Title: Retail Manager, Christmas Outpost, Edmonton Christmas Market

Work Location: On-site @ Fort Edmonton Park, other locations TBD

Contract: November 3, 2025 to December 26, 2025

[Edmonton Christmas Market](#) at Fort Edmonton Park — a destination for discovering regional brands and makers, food and culinary experiences, live entertainment, activities and more.

We are seeking a motivated and vibrant individual to join our Edmonton Christmas Market (ECM) team. Reporting to the General Manager and Executive producer, the **Retail Manager** will manage all the Christmas Outpost retail area and other concession areas at a variety of locations within ECM.

JOB DETAILS

Job Title: Retail Manager

Start Date: November 3, 2025

End Date: December 26, 2025

Location: In office, Fort Edmonton Park, 7000 143 Street NW

Report to: Danica Koller - General Manager, Julianne Sherwin - Vendor & Progr

Schedule: Flexible, 5-40 Hrs per week (evenings + weekends), subjective to scheduling

Payment Type: Contractor

JOB DELIVERABLES

Managing the service and delivery of all the Retail Program and offering of location products at concession areas. This includes, but is not limited to:

- Be on site at the Edmonton Christmas Market at Fort Edmonton Park to support the event team and setup the store Nov 19 - Dec 28, 2025
- Vendor and Market infrastructure & logistics planning: Executing a detailed operations plan for each vendor including equipment, move-in/out, product deliveries and storage, consumables and utilities, waste removal.
- On-site Operations, Retail and Market operations including opening and closing, troubleshooting and quality assurance, all inventory management and data input into POS system with appropriate pricing
- Creating and delivering on a system to track all orders, inventory, costing and sales
- Sourcing and ordering communicating with all providers to ensure the store is stocked and full
- On-site Operations, 3rd party Vendors: Troubleshooting, quality assurance, managing shared inventory/utilities.
- Assist and support General Manager and Executive Producer/Director of Product Operations as needed.
- Other duties, as assigned.

Minimum Qualifications

- Minimum 2 years in retail supervisory/management experience required
- Must have experience with problem resolutions, troubleshooting and managing tasks in a fast paced environment.
- Strong customer service and communication skills to work with vendors, contractors and guests.
- Highly organized, results oriented and ability to work in a multi-functional team environment
- Knowledge of all applicable provincial and local health and safety regulations.
- Ability to move throughout all of the ECM activations and continuously perform essential job functions

Please send a cover letter, resume and two references to hello@wearewildheart.com.

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- Acts with integrity when unsupervised
- Willing to “pitch-in” and assist the ECM team and be a team player.
- Self-starting personality with an even disposition.
- Successful applicants must be available to work for the entirety of the Edmonton Christmas Market, which may include pre-production and post production. Vacation blackout period is in effect from November 3, 2025 to December 26, 2025 Thursday through Sunday.

Conditions of Employment

- Own laptop that can be used for work purposes
- Class 5 license and vehicle

Compensation: Hourly contract starting at \$22/Hour.

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