



Seasonal, Contract Position: Farmers Market Set-up Assistant

About Third Place Commons:

Friends of Third Place Commons, or simply **Third Place Commons**, is a community-supported 501(c)3 nonprofit organization dedicated to fostering real community in real space by hosting hundreds of free events each year and presenting the Lake Forest Park Farmers Market from May to October. Read more at ThirdPlaceCommons.org.

The Lake Forest Park Farmers Market season begins annually on Mother's Day and runs weekly, every Sunday rain or shine, through the third Sunday in October. In 2020, the market runs from May 10 to October 18. An additional 1-2 special indoor Fall markets may be added in November and December.

The Farmers Market Set-Up Assistant reports jointly to the Executive Director of Third Place Commons and the Market Manager. This is a seasonal, contract position.

Weekly Set-Up and Take-Down Responsibilities Include:

- Set-up and take-down of Information/Welcome tent, market queue cones & barriers, market signage, and hand-washing station. Typical configuration of these elements includes:
 - One Information/Welcome Tent (canopy) with two 6' tables, 4-5 chairs, several storage boxes of materials, two A-frame signs, and assorted other booth supplies, as well as four canopy weights (one per post);
 - Hand-washing/ hand-sanitizing station with one 6' (or smaller) table and assorted buckets & supplies;
 - Cones with dowel rods and barrier tape used to block entry around the market and to define an entry line, with additional signage around the market.
 - Additional canopies, set-up needs, or booth materials may occasionally be required for special events or evolving health code related needs.
- Set-up and take-down of large, A-Frame signs in 4 designated and permitted locations around Lake Forest Park Town Center parking perimeter (suitable vehicle required to load and transport signs to and from each location).
- Set-up and removal of designated trash bins.

Note: Configuration may change during the season or revert to market's traditional set-up, dependent upon changes to King County health department regulations. This alternate, traditional set-up may include additional canopies (up to two), chairs, and tables.

Required Experience, Skills, and Qualities:

- Candidate must be extremely reliable with demonstrated history of highly dependable performance in a role with personal accountability.
- Ability to lift and carry up to 50 lbs. (e.g. collapsible tent/canopies).
- Independent transportation large enough to transport canopies, tables, chairs, and other supplies from storage unit at back of the mall to market location in front of mall.
- Enthusiasm for farmers markets and sustainable, local food communities a plus.

Work Schedule: Weekly on Sundays through October 18, 2020. Set-up must be completed each Sunday by 8:30 AM and take-down must begin at 3:00 PM.

Position Classification: This is a seasonal, contract position.

Pay: \$75 per market day set-up/takedown.

To Apply: Submit cover letter, resume (or completed job application*, see below), and three references (at least one professional and/or supervisory) via email to jobs@thirdplacecommons.org. No phone calls, please.

*If you don't have a professional resume, you may instead complete and submit a job application with your cover letter and references.

Application Deadline: Position will remain open until filled, however priority consideration will be given to applications received by **Monday, June 1st**.

We value diversity. It is the policy of Third Place Commons not to discriminate against any employee, contractor, or applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We strongly encourage applications from qualified members of underrepresented groups for all open positions.