



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 over 900 free events each year and presenting the Lake Forest Park Farmers Market from May to October.

Third Place Commons manages the Stadler Meeting Room and hosts all events taking place in the Commons and on the Commons stage (with the exception of author events presented by our neighbors at Third Place Books). These include events for all ages from toddlers to seniors and range from large and lively concerts to small community meet-ups. Read more at ThirdPlaceCommons.org.

The Music and Events Coordinator reports to and works closely with the Executive Director to coordinate the Weekend Music Program and other community events at Third Place Commons (TPC).

Responsibilities include:

- Serves as primary event staff member typically working 2-4 events per week (weekly staffed events include Friday and Saturday night music and the Sunday farmers market during market season, with a variety of other one-off special events occurring each week/month);
- Sets up, runs, and breaks down events, which may include mixing on an analog sound board, use of multiple microphones, monitors, and stage lighting as well as setting up and tearing down audience seating, special arrangements of Commons tables, and other special set-ups;
- Responds to queries from musicians, performers and presenters, and evaluates their potential on the TPC stage;
- Schedules and contracts with bands for Friday and Saturday night paid performances;
- Schedules community events and performances and ensures events do not conflict with those of Third Place Books or other Commons programming;
- Maintains necessary paperwork for performances including performance agreements, stage plots, attendance, and other event documentation;
- Works closely with community partners, event organizers, and band liaisons to develop event plans that align with our technical, facility, and staffing capacity;
- Provides timely response and follow-up to programming and booking requests and inquiries;
- Communicates effectively, clearly, and regularly with community event organizers to ensure program details are clear and complete and that partners feel well-supported;
- Ensures that all programs and events in any of our spaces comply with all policies and procedures of Third Place Commons;
- Fosters beneficial working relationship with events and marketing colleagues at Third Place Books;
- Compiles, writes, and submits monthly copy for the Third Place Books print calendar for both the special events and the recurring community events;

- Updates and maintains Third Place Commons electronic calendar as well as TPC events on Third Place Books electronic calendar and adds Third Place Books events to the TPC calendar;
- Trains and schedules event staff/technicians to work events that the Music & Events Coordinator is unable to work;
- Prepares and reports monthly event staffing plan; requests and distributes checks for contracted event staff and Weekend Music bands;
- Promotes Weekend Music on social media and TPC website and provides Weekend Music related copy for use in other promotions;
- Helps staff the TPC Booth at the Lake Forest Park Farmers Market on 1-3 Sundays per month from May to October;
- Maintains and organizes audio, visual, and stage equipment.
- Other duties as assigned including cross-training to provide back-up to Development & Programs Assistant position.

Required:

- Demonstrated experience with live performing arts and/or the planning and execution of special events.
- Ability to work flexible schedule including extensive weekend (Fri-Sun, including days and/or nights) availability and some weekday/nights depending on event and meeting schedule.
- Proven ability to prioritize and manage numerous and complex administrative functions.
- Keen attention to detail and strong administrative and organizational skills.
- Customer service orientation and professional, timely response to inquiries and requests.
- Ability to communicate diplomatically both in person and in writing with a variety of customers including bands and band promoters, community programming partners, and general public.
- Ability to regularly lift 25 lbs. Ability to occasionally lift and/or drag objects weighing approximately 50-75 lbs. (e.g. moving large Commons tables or shifting rolled carpet sections).
- Independent transportation for occasional offsite errands.

Desired:

- Demonstrated experience mixing and setting up sound for a variety of events including live concerts, public presentations, and dance recitals.
- Technology skills including MS Office Suite, Google Apps, web-based calendars and social media; familiarity with WordPress and email marketing tools a plus.
- Experience with farmers markets and/or the local food movement.

Work Schedule: Approximately 18-24 hours per week, flexible weekly schedule depending on events and meeting schedule. Weekends and evenings required. The balance of the weekly schedule will be weekday office hours, though the office hours can be flexible (with prior approval) to accommodate other daytime commitments.

Position Classification: This is a part-time, hourly, overtime-eligible position.

Pay Rate: \$17.50-19.50/hour

To Apply: Submit **cover letter and resume** (in pdf or Word) via email to jobs@thirdplacecommons.org.
No phone calls, please.

Application Deadline: Position will remain open until filled, however priority consideration will be given to applications received by **Monday, June 4th**.

We value diversity. It is the policy of Third Place Commons not to discriminate against any employee or any 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 members of underrepresented groups for all open positions.