



## Part-Time Music and Events Coordinator Position Description

**A Note on the COVID-19 Pandemic:** During the pandemic, Third Place Commons' physical location was entirely closed for approximately one year and we have instead hosted virtual events via Zoom and completed some of our work remotely from home, or on separate schedules alone in the office. The farmers market continued in its outdoor location. As of June 2021, Third Place Commons has reopened for modest, short duration use by visitors, but not for in-person programming. We anticipate a reopening to in-person, public programs shortly. The description below chiefly describes norms outside the pandemic, which we expect to be largely in place as a new hire begins in this role. However, we anticipate a hybrid of programming and procedures during the transition and some variances from the description below should be expected. Notable caveats regarding pandemic-related alterations are denoted with asterisks (\*).

### **About Third Place Commons:**

Friends of Third Place Commons, known as 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](https://ThirdPlaceCommons.org).

**The Music and Events Coordinator** reports to and works closely with the Executive Director to coordinate and execute the Weekend Music Program and other community events at Third Place Commons (TPC) including the Lake Forest Park Farmers Market.

### **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 or in the Commons space;
- Schedules and contracts with bands for Friday and Saturday night paid performances (\*pending confirmation of post-pandemic funding);

- 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;
- Maintains and organizes audio, visual, and stage equipment.
- Helps staff the TPC Booth at the Lake Forest Park Farmers Market for approximately 2-4 Sundays per month from May to October;
- Provides administrative support for the farmers market including processing market currency and deposits as needed.
- Other duties as assigned including providing administrative support to the Executive Director and cross-training to back-up the 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 stand for long periods of time, walk, bend, lift, carry, and tolerate variable outdoor temperatures and climates for extended periods of time (at farmers market).

- 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).
- Reliable access to 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 16-24 hours per week with 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. (\*Until programming fully resumes, tentatively in the fall, this number will be lower. Approximately 6-12 hours/week.)

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

**Starting Pay:** \$17.50-18.25/hour

**To Apply:** Submit **cover letter, resume, and three professional references** (in pdf or Word) via email to [jobs@thirdplacecommons.org](mailto: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 **Sunday, July 11<sup>th</sup>**.

**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.