



Seasonal, Contract Position: Community Booth Set-up Assistant

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 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 2023, the market runs from May 14 to October 15. An additional 1-2 special indoor Fall markets may be added in November and December.

The Community Booth 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:

- Transportation of market equipment in storage unit at back of mall to/from market location in front of mall (**use of personal vehicle required; truck or other large vehicle recommended**).
- Set-up and take-down of Information/Welcome tent, community tents, market signage, and other market supplies. Typical configuration of these elements includes:
 - One Information/Welcome Tent (canopy) with one 6' table, 3 chairs, several storage boxes of materials, two A-frame signs, and assorted other booth supplies, as well as four canopy weights (one per post);
 - Two Community Tents (canopies) with three to four 6' tables, approx. 10 chairs, and eight canopy weights (one per post);
- Set-up and take-down of large, A-Frame signs in 4 designated and permitted locations around parking lot perimeter (use of personal vehicle required to transport signs to and from each location).
- Set-up and removal of designated trash bins.
- Setting up additional canopies or booth materials may be required for occasional special events (approx. 1-2 per season).

Note: In the event of another severe COVID wave, configuration and requirements may change per city, state, or county requirements/regulations. All market staff agree to abide by any such requirements.

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 60 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: Approximately 1.5-2.5 hours per week on average, on market Sundays in a split shift. Weekly on Sundays from May 14 through October 15, 2023. Set-up must be completed each Sunday by 8:45 AM and take-down must begin promptly at the market closing at 2 PM.

Position Classification: This is a seasonal, contract position.

Pay: \$120 per market day

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

* To submit a completed job application with your cover letter/email and references, download application at ThirdPlaceCommons.org/jobs.

Application Deadline: Priority consideration will be given to applications received by **Monday, April 10th**. Position will remain open until filled.

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.