



Division: Urban Food Connections of Utah		
Job title: Art & Craft Market Assistant Manager		
Supervisor: Meagan Plummer, Art & Craft Market Manager		
Category: <input type="checkbox"/> Administrative Support <input type="checkbox"/> Coordinator <input type="checkbox"/> Director <input type="checkbox"/> Executive team <input type="checkbox"/> Manager <input type="checkbox"/> Sales <input checked="" type="checkbox"/> Other - seasonal	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 5-15/week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Job description: <p>The Art & Craft Market Assistant is responsible for helping the Art & Craft Market Manager prepare for and manage the Saturday Market. The Assistant will help organize Market Musicians & Artistic Services registration and communicate with vendors and Market patrons. The Assistant will be able to perform all tasks necessary to manage the Art & Craft Market in the absence of the Art & Craft Market Manager.</p>		
Responsibilities: <p>The Art & Craft Market Assistant Manager will be expected to work every Saturday from 6:00 am to 4:00 pm, June through October.</p> <p>The Assistant will help the Manager at the Market Information Booth to help place vendors, work with alternate vendors, organize and sell merchandise, inform patrons of Market programs (Market Musicians, Artistic Services, Market Kids, DUF, etc.), and assist Market Musicians with check in/out. Duties include but are not limited to:</p> <ul style="list-style-type: none"> ● Effective communication with vendors and customers ● Noting absentee vendors on the schedule ● Ushering vendors into the park and ensure patron safety ● Organizing and selling market merchandise ● Assist check in/out with Market Musicians and Artistic Services ● Taking critical notes regarding market operations and needs ● Helping to ensure the information booth is adequately stocked with the necessary supplies ● Recognizing and report any operational or equipment problems ● Preparing the deposit after every other Market day 		
Skills: <p>Ability to take direction from both the Art & Craft Market and Farmers Market Managers Effective communication, organization and problem solving skills Ability to lift 50 lbs. Proficient at Microsoft Office programs as well as Google and Apple applications with emphasis in Excel and Sheets Comfortable handling money and reconciling a deposit Willingness to take on additional responsibilities as needed</p>		