

Job Description: Market Assistant

The Mars Hill Farmers and Artisans Market (MHFAM) Market Assistant

- Serves at will, allowing resignation or termination at any time for any reason
- Is an hourly position for 6 hours weekly at the rate of \$13 for the first month, and \$15 thereafter.
- Takes direction from and collaborates with the MHFAM Board of Directors (BOD)
- Is accountable to the MHFAM Membership and BOD
- Helps manage the routine operations of the MHFAM market each week
- May be required to lift up to 30 pounds in the course of the market operations

Duties of the MHFAM Market Assistant include, but are not limited to the following. Other duties may be assigned by the BOD. With the approval and support of the BOD, duties listed or assigned may be delegated to or shared with other MHFAM BOD, committee, vendors and/or community members.

Market Assistant Duties:

I. Perform Market Day Responsibilities each week throughout the season

A. Assist with Market set up

1. Retrieve market and music tents, tables, chairs, and other supplies from the trailer.
2. Retrieve signs from the trailer and put up the road closure signs on both ends of College Street at 7:30 am on Saturdays
3. Set up market and music tents, market table and signs
4. Have the signs put out onto the street as early as possible to attract customers
5. Have a yellow a-frame at the lower end of College street so drivers can see the time of market when they see the product signs
6. Manage the manager booth throughout the market to provide customers with assistance and with receiving Market Bucks, DUFB and other tokens as applicable, smartphone is needed
7. Set up other booths as needed
8. Identify, address and remediate safety and other concerns
9. Be familiar with, communicate and enforce Market Bylaws, Rules and Guidelines

B. Manage Day Vendors

1. Provide direction for vendors on where to park/set up for the market
2. Collect day vendor fees and remit to Treasurer