



**LINCOLN CITY
SUNDAY MARKET**

P O Box 104

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JOB TITLE: SUNDAY MARKET ASSISTANT MANAGER

PURPOSE OF POSITION: Reporting to the Board of Directors and working with the Sunday Market Manager, the Assistant Manager will assist with the execution of the Lincoln City Sunday Market, held at the Lincoln City Cultural Center every Sunday from May to mid-October. Following policies made by the market Board of Directors, the Assistant Manager will help collect fees, keep records, staff the Market Booth, set up and tear down on market day, and provide prompt and reliable communications to vendors and customers.

ESSENTIAL JOB FUNCTIONS:

- 1) The Market Manager and Assistant Manager will provide on-site management of the market each Sunday, from 7:30 am to 5 pm. Meet vendors upon arrival, accept and track fees, assign booth space, direct load-in, answer questions and direct vendor parking.
- 2) Conduct or oversee the load-in and load-out of shared market resources, including signage, food court chairs and tables, market booth, music booth and recycling bins.
- 3) The Assistant Manager will serve as a substitute Market Manager in the event of illness or emergency.
- 4) Assist with special events, such as music performances, processing SNAP benefits, and nonprofit outreach booths.
- 5) Support the Market Manager to keep reports and communications flowing between the Board of Directors and market vendors.

DESIRED QUALIFICATIONS:

- Experience in managing or selling in a vendor fair, county fair or outdoor market environment
- Customer service or retail experience.

- Excellent customer service skills, including a friendly manner and a willingness to go beyond the basics to help vendors, shoppers and the Lincoln City community.
- Grace under pressure -- the ability to make decisions and communicate effectively even when situations are difficult.
- The ability to lift 35 pounds, climb stairs and assist with setup and teardown.
- Comfort with cash management, online point-of-sale and light bookkeeping tasks, with support from the Market Treasurer.

JOB LISTING:

We're looking for a cool-headed, friendly and detail-oriented event professional to support our strong community of vendors. This part-time position works 8-10 hours every Sunday, May-October. Bilingual and cross-cultural candidates are encouraged to apply.

OUR MISSION: The Lincoln City Sunday Market provides a vibrant community marketplace providing direct access to customers for farmers, food vendors and artisans.

APPLY: Click [HERE](#) to submit your interest. If you are viewing a paper form of this job posting, visit www.LincolnCitySundayMarket.org to access this posting and click the link to submit your interest.

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