POSITION TITLE: Daystall & Arts Program Specialist  
REVISED: April 2021

GRADE: (G)  
FLSA STATUS: Exempt

REPORTS TO: Sr. Daystall & Arts Program Manager

Pike Place Market Background:

The Pike Place Market Preservation and Development Authority (PDA) is a non-profit public corporation chartered by the City of Seattle in 1973 to develop, own and operate most of the properties in the nine-acre Pike Place Market Historical District. The PDA is landlord to 170 craftspeople, 120 farmers, 275 residential tenants, and approximately 225 year-round commercial businesses in 12 buildings. The Daystall Department is responsible for all aspects of Daystall and Arts program functions.

Summary of Responsibilities:

Under general supervision of the Daystall & Arts Program Manager, the Daystall & Arts Program Specialist II is responsible for direct day-to-day management of assigned duties to support the Daystall Arts Department. To include the primary responsibility of helping to manage daily Craft & Farm table rentals, helping manage performers, helping manage tenant permits and related storage spaces; and assumes responsibility for general Daystall Arts Department functions. Takes an active leadership role in developing, planning, preparation for and production of ongoing program special projects and events.

Essential Functions:

- Work effectively as part of team in complex, dual role of support and enforcement, managing in-Market business activities of approximately 1000 Market users, including Performers, Craftspeople, Farmers and their employees.
- Required to maintain professional written and verbal communication skills and relationships with all daystall art and farm tenants, buskers, community partners, public and PDA staff.
- Responsible for the daily table rentals and operations of the Market daystalls.
- Work as a member of the Daystall team by performing daily Marketmaster duties such as farm and crafts table assignments, craft roll call, rules compliance rounds and general support of Daystall operations.
- Provide assistance and support to the Sr. Daystall & Arts Program Manager as part of the Daystall team.
- Help manage and update records for Daystall Department, including annual Craft and Busker permitting.
- Assist as needed with program activities including annual rules review, studio inspections, craft screenings, vendor recruitment, vendor business education offerings, and special events.
- Assist with monetary collections of assigned tenant accounts and enforcement of payment deadlines.
- Assist team with all daystall tenant interactions and functions as liaison between daystall tenants and other PDA departments.
• Help coordinate department business incubation efforts, including facilitation of the Pike Place Educators program.
• Receive, evaluate, develop and resolve complaints from Market vendors and general public.
• Responsible for recruiting new daystall vendors while maintaining knowledge of current art and farm trends in the region.
• Create and assist in various daystall art and farm special event planning and execution.
• Assist team with all procedures related to the preparation of letters, account adjustments and set-up of new tenant accounts for tenants just starting up or closing their permits.
• Initiate and respond to routine correspondence.
• Perform other duties as assigned.

Minimum Qualifications:
- B.S. or B.A. in related field preferred. May substitute equivalent in years of closely related experience.
- Background in as many of the following as possible: arts, crafts, business of selling arts or crafts (including arts, crafts or farmers markets), incubation of small businesses, understanding of various techniques of artistic or craft production.
- Strong public speaking and written communication skills and attention to detail. Ability to explain complex rules and regulations while communicating effectively with diverse groups.
- Basic math skills and proficiency in MS Word, Excel and Outlook.

Work Environment and Physical Demands:
Work is performed in an office setting which is non-smoking, and is subject to temperature variances due to western exposure and non-centralized heating system. Significant time is spent in outdoor and semi-outdoor environments. Work environment is fast-paced and requires the ability to work under pressure with little direction. Position requires the ability to use computers, calculator, e-mail, fax machine, and telephone. Position requires the ability to conduct site visits throughout the daystalls managed by the PDA, including use of stairs and entry to restricted or confined spaces, and requires the individual to be ambulatory. Some flexibility in working hours is required to complete time-sensitive projects or attend meetings or events that may extend into evening, and shared rotation covering seven day a week operations.

Application Procedure:
Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to erica@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101. The position will be opened until filled.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.