



**POSITION TITLE: Daystall Program Coordinator I    REVISED: 2017**

**GRADE: (J)**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Daystall & Arts Program Manager**

**GENERAL DESCRIPTION – POSITION SUMMARY**

Under the general direction of the Daystall & Arts Program Manager, the Daystall Program Coordinator I has the primary responsibility of helping with management of daily Craft & Farm table rentals, and supporting smooth daily Daystall operations, including tenant support and rules enforcement. This position is an active team member of the Daystall Department/Farm Department team.

**SPECIFIC JOB DUTIES (ESSENTIAL FUNCTIONS):**

1. Responsible for the daily table rentals and operations of the Market daystalls.
2. Work as a member of the Daystall team by performing daily Market Master duties such as farm and crafts table assignments, craft roll call and rules compliance rounds.
3. Maintain close communication with all farmers, craftspeople, and buskers to inform them of relevant Market matters.
4. Provide assistance and support to the Sr. Market Master/Daystall Manager as part of the Daystall team.
5. Help manage and update records for Daystall Department, including annual Craft and Busker permitting.
6. Assist as needed with program activities including annual rule review, studio inspections, craft screenings, vendor recruitment, vendor business education offerings, and special events.

**DISTINGUISHING FEATURES:**

The ability to work with diverse and independent individuals, balance support and enforcement functions, and multitask effectively in a dynamic workplace.

### **QUALIFICATIONS:**

- B.A. or H.S. Diploma plus college coursework in business, communication, or work/life equivalent.
- Strong group leadership skills or demonstrated potential to grow in that capacity.
- Experience or aptitude in event and program planning and execution.
- Strong working knowledge of Windows, Microsoft Word, Access, Excel, Outlook & the Internet.
- Experience in dealing with the public and the ability to maintain professional boundaries.
- Excellent interpersonal skills, articulate and tactful, conflict resolution; ability to work effectively both independently and in team settings.
- Background or demonstrated interest in any of the following a plus: arts, crafts, business of selling arts or crafts (including arts, crafts or farmers markets), understanding of various techniques of artistic or craft production.
- Valid driver's license and experience driving a box van truck recommended.

### **OPERATING ENVIRONMENT:**

- Position requires ability to work both in a structured office setting and in outdoor Market settings in all seasons.
- Requires lifting up to 75 lbs on a regular basis.
- Requires daily walking through the Market a minimum of 3 miles per day.
- Must be willing and able to work a flexible schedule including early mornings, weekends, and holidays.

### **COMPENSATION:**

Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

### **APPLICATION PROCEDURE:**

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to [erica@pikeplacemarket.org](mailto:erica@pikeplacemarket.org) or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101, or apply in person. 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.**