

## **Events & Promotions Manager**

### **Job Description**

#### **ABOUT US**

The Astoria Downtown Historic District Association (ADHDA) was founded over 30 years ago and strives to encourage community involvement and investment in protecting the character of historic Downtown Astoria while promoting its health and future. We are a performing Main Street organization.

We are looking for a dynamic Market & Promotions Manager to join our team, who is as passionate about Downtown Astoria as we are, and has a desire and know-how to contribute to the success and growth of the local community of farmers, food producers, artists, and downtown retailers.

The successful candidate will be an enthusiastic, poised, outgoing, independent worker, who loves to interact with a wide variety of people.

#### **POSITION SUMMARY**

This position will dedicate their time to promoting Downtown Astoria as a year-round shopping destination for locals and visitors near and far. Manage, market, and grow the Astoria Sunday Market. Manage ADHDA signature events, The Jane Barnes Revue, Volunteer Appreciation Night, and the Annual Meeting.

#### **DUTIES AND RESPONSIBILITIES**

Manage all aspects of the planning, promotion, and execution of the Astoria Sunday Market, every Sunday from Mother's Day through the second weekend in October.

Recruit and manage applications for vendors as well as vendor training.

Set up, tear-down and care of market operations equipment.

- Ensure complete market set up each market day so that vendors are in proper stalls, market canopies, sponsors and non-profit booths are properly located, all on-site and daily signage is installed.

Organization of all market equipment, including on-going equipment inventory and report of needed maintenance or purchases and driving company vehicles.

Safety and risk management for the Astoria Sunday Market keeping an eye out for potential safety hazards to customers or vendors

Contract Staff Management -

- Schedule and supervise on site market staff

- Be an active team member by working closely with staff to communicate ideas, identify potential problems, provide feedback, and offer creative solutions

- Ability to work with and supervise a team for the daily operations of the market and special events

Seek, build, and maintain relationships with vendors, City staff, and partner organizations

Enforcement of market rules and regulations

Weekly reports of vendor attendance, rent and fees provided for staff and board meetings

Scheduling vendors and creating market maps

Provide high level of customer service to vendors and shoppers

In partnership with the Jane Barnes Revue committee, act as the lead event manager for this annual fundraiser. This includes marketing, ticket sales, collateral creation, on-site logistics, and volunteer management.

In partnership with the Executive Director and Executive Committee, act as the lead event manager for the annual meeting. This includes marketing, on-site logistics, and volunteer management.

As the need arises, the Market and Events Manager will provide assistance with other special events.

Manager will be responsible for noting deposits and expenses in Quickbooks. Bookkeeping will be in partnership with the Executive Director and the bookkeeper.

## **QUALIFICATIONS**

A market manager is able to handle a fast-paced, sometimes stressful environment, able to take initiative and make quick decisions, and has excellent supervisory skills.

### **Required:**

- High School Diploma or Equivalent
- Excellent communications skills
- Ability to work weekends May through October
- 2-4 years event management experience
- Experience recruiting, training and supervising staff
- Accuracy with handling & recording sales transactions and record keeping
- Experience with computer systems such as Microsoft Office, CRM softwares, social media platforms, smart phones, tablets, .
- Legally able to work in United States

### **Desired:**

- Bachelor's degree in or higher related field (Marketing, Economic Development, Food Systems, Non-profit Management, Business etc)
- Agriculture or food industry knowledge and experience
- Remarkable customer service skills
- Experience working with volunteers
- Skilled at conflict resolution
- Working knowledge of Quickbooks Online
- Experience with Adobe Photoshop or Illustrator
- Ability to work independently
- Strong interpersonal and problem-solving skills
- Comfortable with a high level of physical activity (lifting up to 50 pounds)

As you can see, the position of farmers market manager is deserving of respect and professionalism, and the job can be as complex as it is rewarding.

**Required Certifications and Licenses:**

This position requires a valid driver's license with a clean driving record. A valid food handler's card and CPR training must be obtained within a month of hire.

**Supervisory Responsibilities:**

The Market & Promotions Manager is responsible, in partnership with the Executive Director, in the hiring, onboarding, training, supervision, and evaluation of the seasonal Market Coordinator and Operations Assistant.

**Work Environment:**

Staff is expected to work in a variety of environments, including but not limited to farmers markets, board and committee meetings, virtual events, and the ADHDA office. Annual travel to an Oregon Main Street Conference will be required.

**Physical Requirements:**

The Astoria Sunday Market is a rain or shine market. Staff members must be willing and able to endure long days in the elements. Setup and breakdown of the market involves lifting, moving, and assembling large tents, as well as assisting farmers with heavy lifting. Staff members must be able to safely lift up to 50 lbs., as well as squat, reach, and spend long hours standing.

**COMPENSATION**

This is a full time, year-round position.

- Salary: \$40,000 - 44,000/yr DOE
- 15 Days PTO and Federal Holidays
- Medical benefits

Bonus: In addition to base compensation, Market & Promotions Manager shall be entitled to a performance bonus payable upon the end of the fiscal year and reconciliation of financial reports.

**HOW TO APPLY**

Interested parties should email to Sarah Lu Heath at [office@astoriadowntown.com](mailto:office@astoriadowntown.com). Please include a resume and letter of interest.

Resumes will be accepted until Wednesday, September 30<sup>th</sup>. No calls please.