

Position Title: Set-Up Crew Member

Schedule: Saturdays, 3-4 hours (1-2 hours for setup and 1-2 hours for breakdown)

Pay:

- **Training Period:** \$60/day
 - **Post-Training:** \$75/day (performance-based)
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Job Overview

The Set-Up Crew is responsible for the physical setup and breakdown of the Farmers Market infrastructure. This includes ensuring that all market signage is correctly placed, vendor spaces are ready, and the market area is efficiently prepared before the market opens, and properly cleaned and packed up after the market closes. The Set-Up Crew works closely with the Market Coordinator to ensure smooth operations.

Additionally, the Set-Up Crew is responsible for closing down the road by setting up designated cones to prevent traffic flow, ensuring safety for customers and vendors. The crew will also put up off-site directional signs to guide vendors and customers to the market location.

Key Responsibilities

Pre-Market Setup

- Set up barricades, cones, and parking lot signs to close off roads and direct traffic.
- Unload the truck or storage unit containing tables, umbrellas, canopies, extension cords, signage, and other market equipment.
- Place off-site directional signage to guide vendors and customers.
- Set up the information booth, ensuring it is fully equipped for market day.
- Arrange the music space, garbage cans, and parking lot signs.
- Ensure that vendor instructions, restroom, community support, and sponsorship signs are correctly placed.
- Assist vendors with directing them to their designated stall spaces, when needed.
- Perform any additional tasks assigned by the Market Coordinator or Market Owner.

Post-Market Breakdown

- Work with the team to break down and store all market equipment, including barricades, signs, booths, and other items.
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General Duties

- Assist with any other tasks related to market setup or breakdown as directed by the Market Coordinator.
 - Maintain clear communication with the Market Coordinator and other crew members to ensure a smooth and efficient market operation.
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Desired Qualities

- **Self-starter:** Be able to work without much instruction after training. Be reliable, flexible and able to step in and do something that needs to be done without being micromanaged.
 - **People Skills:** Strong interpersonal skills to work effectively with other staff.
 - **Physical Fitness:** Ability to lift 50 lbs and perform physically demanding tasks. You will be on your feet for most of the day, working outdoors in various weather conditions.
 - **Experience:** While previous market experience is a plus, it is not required.
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Ideal Candidate

- High school or college students looking for extra income with a one-day-a-week commitment.
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