



## Job Description

**Job Title:** Market Assistant/Intern

**Description:** The perfect entry-level position for someone looking to gain experience in the nonprofit & event planning sectors.

**Location:** Buchanan Hall 8549 John S. Mosby Hwy Upperville VA 20186

**Job Classification:** Seasonal, hourly.

**Work Schedule:** Wednesdays from May 24 - October 25. 3:00 pm until approximately 8:30 pm. Other dates and times may be available.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Assists the market staff to provide a safe, fun, and engaging farmers market for all guests and vendors by performing the following:

- Maintains good working relationships with farmers, vendors, non-profits, consumers, community members, groups, and organizations.
- Arrives at the market by 3:00 pm and stays until closing.
- Assists in the setup and breakdown of the general market area and signage.
- Help vendors with questions about location, supplies, etc.
- Ensures safety and cleanliness of the entire site before, during, and at the conclusion of each market.
- Provides due diligence in matters of public health and safety.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires an energetic, spirited person willing to work outside and to the completion of tasks. Ability to carry 40+ lbs. Dependable transportation. Ability to provide proper documentation for 1099.

**Compensation** will be commensurate with experience. Monies and supervised school-required work experience are offered.

Apply to [buchananhall@gmail.com](mailto:buchananhall@gmail.com) or call 540-592-3455 with questions.