

Downtown Fond du Lac Partnership Special Events Assistant

Overview:

The Downtown Fond du Lac Partnership (DFP) is a non-profit organization dedicated to establishing a diverse, prosperous and healthy downtown district. The DFP manages two outdoor farmers markets in Downtown Fond du Lac every Wednesday and Saturday. The Saturday Market runs from the second weekend of May through the end of October. The Wednesday market runs from the first Wednesday in June through the end of September.

Time Frame:

Spring, Summer, and/or Fall 2023 – Seasonal Employment

Hours of operations include office hours and event hours. Office hours are designated Monday through Friday 8am-5pm. Hours range from 12 hours to 35 hours weekly, variable and determined by the needs of the Director of Communications & Special Events as well as the Events Coordinator and mutually agreeable with the DFP.

Events include, but are not limited to: Farmers Market, Night Market, Fondue Fest, Wine Walk, Chili Crawl, & Easter Egg Walk.

Assistant Responsibilities:

- Assist Director of Communication & Events and Events Coordinator with set-up and break-down of Farmers Market on Saturday.
- Support the Farmers Market Information Booth through set-up, staffing, and assisting with special event support.
- Assist Farmers Events Coordinator with vendor support, cooking demos, and other duties as assigned by the Events Coordinator and/or Director of Communication and Special Events.
- Assist with Market Bucks sales and organization.
- Support Farmers Market program assessment and evaluation through development and collection of questionnaires, market surveys, and other metrics.

Proficiencies:

Experience in the use of all Microsoft Office products, all social media platforms, and website management.

Physical Requirements:

An assistant for the Downtown Fond du Lac Partnership must meet the following physical requirements: lift up to 50 pounds, stand, sit, walk, for various amounts of time, and must have valid driver's license in order to operate a motor vehicle.

Accountability:

Reports directly to the Director of Communication and Special Events of the Downtown Fond du Lac Partnership and works in concert with the Events Coordinator for the Downtown Fond du Lac Partnership.

To Apply:

Email resume with a letter outlining why you believe you are the right candidate for this position. Send to Amy Hansen, Executive Director, amy@downtownfdl.com. All inquiries will remain confidential.