



Market Experience Assistant (Hourly)

Job Brief

The **Nashville Black Market** is looking for a professional and responsible **Market Experience Assistant** to join our team. As a Market Experience Assistant, you will play a crucial role in the successful execution of our market festival events. This position involves hands-on responsibilities, including on-site communication, managing supplies, facilitating merch sales, and maintaining positive interactions with vendors and attendees. If you have a passion for supporting black businesses and thrive in a fast-paced event environment, we encourage you to apply.

Responsibilities

- Act as a point of contact for vendors, attendees, and staff.
- Provide information about event schedules, locations, and logistics.
- Execute regular vendor and attendee experience/wellness observations.
- Address and resolve inquiries and issues in a professional manner.
- Coordinate and manage the distribution of event supplies.
- Monitor inventory levels and replenish supplies as needed.
- Ensure that all necessary materials are readily available for vendors and event operations.
- Assist in setting up and maintaining merchandise booths.
- Process transactions accurately and efficiently.
- Provide excellent customer service to attendees interested in purchasing event merchandise.
- Execute the check-in process for vendors and attendees.
- Verify credentials, distribute materials, and address any registration issues.
- Ensure a positive and welcoming experience for all participants.
- Have fun doing what you love!

Requirements and Skills

- High School diploma or equivalent education.
- Strong communication and interpersonal skills.
- Ability to multitask and work efficiently in a fast-paced environment.
- Detail-oriented with excellent organizational abilities.
- Passion for promoting and supporting black-owned businesses.
- Previous experience in event coordination, customer service, or similar roles is desirable but not required.

Additional Details

Pay rate: \$13/hr

Work Schedule: One (1) 8-hour event/month*

(Opportunities also available to work additional special events)

Interested candidates should submit their **resume and social links to contact@thenashvilleblackmarket.com**.

Please include "Labor Production Assistant Application" in the subject line.

The Nashville Black Market LLC is an equal opportunity employer.

Note: The above job description is intended to describe the general nature and level of work being performed by the person assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required.