



## **Uptown Market Manager (Independent Contractor)**

**Mt. Lebanon Partnership**

**2026 Market Season**

**Application Deadline:** March 12, 2026

**Anticipated Contract Start:** May 1st, 2026

**Market Season:** May 30 – October 31, 2026

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### **About the Mt. Lebanon Partnership**

The Mt. Lebanon Partnership (MTLP) is a nonprofit community development organization dedicated to supporting the vitality of Uptown Mt. Lebanon through events, placemaking, and business district initiatives. As sponsor of the Uptown Market, the Partnership oversees vendor recruitment, operations, and overall management of this weekly community gathering.

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### **Position Overview**

The Mt. Lebanon Partnership is seeking a **part-time, seasonal Uptown Market Manager** for the 2026 season.

The Uptown Market is a weekly Saturday market (9:00 AM–12:00 PM) featuring regional farmers, food producers, and light entertainment. It serves as a core community-building and economic vitality initiative in Uptown Mt. Lebanon.

This role is structured as an **independent contractor (1099) position**, reporting to the Executive Director and working in collaboration with the Partnership Board and volunteers.

The selected contractor is expected to be on site from 8:00 a.m. through market close for approximately 20 Saturdays during the 2026 season. The contract period extends through **October 31, 2026**, allowing for end-of-season wrap-up and reporting.

Reasonable flexibility may be accommodated for planned absences with advance coordination.

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### **Responsibilities**

#### **During Market Season**

- Serve as primary on-site point of contact during Market hours
- Oversee vendor setup, space assignments, and breakdown
- Monitor compliance with Market rules and basic health/safety standards
- Address vendor and customer concerns professionally
- Track vendor attendance and fees in coordination with MTLP
- Submit brief monthly summaries and invoices



### **End-of-Season Wrap-Up (Through October 31)**

- Participate in end-of-season review
- Provide operational feedback and recommendations
- Assist with vendor communications related to season close

### **Optional Additional Opportunities**

There may be potential to:

- Extend the season by up to two additional Saturdays (with adjusted compensation), and/or
- Assist with planning and implementation of the Winter Market for a separate, negotiated fee.

Participation in these additional opportunities is optional and based on mutual interest.

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### **Compensation**

Compensation will not exceed **\$7,500 for the 2026 contract term (May 1 – October 31, 2026)**. Payment structure will be outlined in the independent contractor agreement.

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### **Desired Qualifications**

Ideal candidates will demonstrate:

- Experience managing farmers markets, public markets, or similar outdoor events
- Strong organizational and communication skills
- Ability to manage multiple vendors and resolve issues diplomatically
- Comfort working independently in a public-facing environment
- Availability for weekly Saturday markets throughout the season
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Familiarity with food safety regulations and local permitting requirements is preferred but not required.

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### **Independent Contractor Status**

This position is structured as an **independent contractor (1099)** role. The selected candidate will not be considered an employee of the Mt. Lebanon Partnership and will be responsible for their own taxes and insurance.

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### **How to Apply**



Interested candidates should submit:

- A cover letter
- A current resume
- Three professional references

Applications must be submitted electronically to:

**Cate Irvin**  
Executive Director, Mt. Lebanon Partnership  
[cate@mtlebopartnership.org](mailto:cate@mtlebopartnership.org)

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