**Farmers Market Manager**

**Job Description**

The (fill in the blank) farmers market is a community market, sponsored by (fill in the blank), community members, and a host of other local agencies. The market will provide access to locally grown fruits, vegetables, and other farm products, while creating a sense of community within the City and helping to revitalize the downtown district. (Replace this sentence with your own market’s mission.) We are currently seeking a market manager to lead the day to day operations of the farmers market.

**Manager Position**

The Market Manager is a (part/full) time position with primary responsibility being the day-to-day operation of the farmers market. This will include an on-site presence at the market during all market hours, as well as off-site work during non-market hours. The manager will report to (fill in the blank who they report to: market committee, board of directors, county, agency, etc…) who will set all market policy. In addition, the manager will represent the market to the market’s vendors, the consumers, and to the community.

**Duties—in season**

* Enroll farmers/vendors in the market—either through seasonal vendor agreements or as daily vendors
* Collect all stall fees owed, make accurate accounting, and deposit in market account
* Arrive prior to market vendors arriving and remain throughout the market day to:
  + Properly place vendors in stalls, including assigning market stalls to daily vendors
  + Place market signs, parking signs
  + Ensure all rules and regulations are adhered to
  + Ensure all state and county regulations are adhered to
  + Answer questions for vendors and consumers
  + Resolve disputes that arise
  + Maintain market grounds in a safe manner
* Operate market manager’s booth
  + Welcome visitors to the market, answer questions
  + Have nutritional education materials to distribute
  + Have recipes for seasonal, local foods that are available in the market
  + Operate market’s EBT program
* Enroll market and market farmers in the Farmers’ Market Nutrition Program (FMNP)
* Act as liaison to the market’s governing body, providing accounting and performance reports
* Communicate market policies, activities, and rules to farmers, keeping them informed throughout the season. Bring suggestions from farmers back to the market board/committee
* Solicit entertainment/events for market days, as well as sponsors for the entertainment/events
* Conduct periodic customer counts each market day to assess the level of growth in market usage
* Assure the market site is clean once the market is closed and the vendors have left for the day
* Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling
* Conduct farm inspections

**Duties—off season**

* Vendor recruitment
* Professional development for market managers
* Community relationship development
* Fundraising
* Advertising/ promotional program development, including special events planning
* Work with market board/committee to plan for market growth and development
* Preparations of site for next season, including securing location, site permits, market insurance, ensure that any maintenance or repairs needed to site are made, secure bathrooms, set market schedule, organize volunteers
* Prepare annual budget
* Market evaluation – sustainability vendor success, value to community

**Qualifications - Required**

* Passionate about the community and local agriculture
* Able to build relationships within the community
* Ability to think creatively
* People person with skills in diplomacy
* Good communication skills
* Organizational skills
* Self-motivated

**Qualifications - Helpful**

* Marketing skills helpful
* Some financial knowledge helpful: i.e., budgeting

**Work Hours:** (#) hours per week, including throughout each market day

**Compensation:** (indicate compensation packet: salary, benefits)

**Deadline for application:** (Date)

**Process for application:** (e.g. send resume and cover letter by email to: )