

Judd Hill Farmers' Market

Job Title: Market Manager

Reports To: Board of Directors

Status: Part time Contract Labor (manager responsible for all taxes)

Position Summary: Responsible for the planning and execution of all Judd Hill Farmers' Market Events: includes but not exclusive to Saturdays (and some Tuesdays) Farmers Market including set up (an hour prior to opening) and clean-up of manager market booth area, contact with vendors weekly (during season), scheduling entertainment and deck programming, Facebook/Instagram post and monitoring during week and on Saturday market days, record keeping of vendors, vendor token reimbursement, depositing vendor fees. Work with Assistant Manager (primarily handles the vendor and SNAP coin dispersal from credit cards. This position is responsible for building vendor and community relationships, managing program budgets, utilizing creative marketing and enhancing the outdoor event experience.

Markets Overview:

Saturday Farmers Market: May - October 8:00am-1:00pm

Tuesday Farmers Market: June-August 11:00am – 4:00pm

Primary Responsibilities:

This is a list of primary responsibilities but is not exhaustive. The Market Manager must be flexible and is required to assist with other farmer market events as needed.

Market Governance:

- Execute the Market in accordance with Judd Hill Rules and Regulations
- Lead Farmers Market Vendor Meeting and/or correspondence
- Identify potential Farmers Market Sponsors and vendors

- Assign stall space to qualified farmers and vendors and maintain optimal market maps
- Manage the setup and teardown for Market Events

Vendor Development

- Process vendor applicants and notify of acceptances (or non-acceptance)
- Inspect that all products at the farmers market are reflective of the vendor's application. All products must be approved by the Market Manager and/or Board Chair
- Track vendor attendance
- Develop and enforce market compliance guidelines
- Record instances of non-compliance and follow up with vendors or escalate issues as necessary
- Keep vendors informed of market updates and special events
- Conduct farm visits throughout the season to ensure compliance with market guidelines

Programs & Promotion

- Manage and operate WIC, SFMNP and SNAP market programs
- Execute innovative programs and partnerships that enhance the market experience and drive increased sales such as chef demos, deck programming, musicians (in conjunction with the Board Chair)
- Coordinate sponsor driven events with Board

Administration

- Record all petty cash transactions for SNAP, EBT, and market promotions
- Track vendor commission and booth fee payments for all Market events

Marketing/Promotion

- Work with Board Chair to best advertise the Farmers Markets and related activities (Manager primarily responsible)

- Audit website to reflect events (dates, times, locations are all correct)

Preferred Requirements:

- 2+ years applicable work experience and interest / experience in agriculture, horticulture etc.
- Exemplary communication, written and interpersonal skills
- Flexible, positive attitude with a skill for finding win-win solutions
- Valid U.S. Driver's License
- Ability to adhere to a flexible work schedule including weekends

Physical Demands:

While performing the duties of this job:

- Employee is able to lift up to 25 lbs.
- Work outdoors 100% of time (during market times) in varying weather and regularly required to sit and talk and hear.
- Employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands or arms and travel by auto.

Fill out the following to submit your application

Name: _____

Address: _____

Phone number: _____

E-mail: _____

Tell us why you are interested in this position.

Upload your resume with application.