Medfield Community Market
On-Site Market Coordinator
Job Description

ROLE: On-Site Market Coordinator

DESCRIPTION: The Medfield Community Market Executive Committee is seeking candidates for an On-Site Market Coordinator for the 2027 season. The On-Site Market Coordinator reports directly to the Executive Committee. The Medfield Community Market is a farmers market focused on supporting local farmers and makers as well as bringing high quality locally grown agricultural items and locally made speciality products to the community. The market will run on Sundays from late May - late October 2027.

COMPENSATION: $160-$200 per week depending on experience (7 hours/week on site, up to 1 hour/week check-ins via phone, text, or video conferencing)

RESPONSIBILITIES:

- Oversee the market as an on-site coordinator from set-up (7:30 AM) to breakdown (1:30 PM) on Sundays from May - October 2027 (7 hours per week) with the exception of holiday weekends.
- Have the availability to touch base via phone, text, and/or video conferencing with the Executive Committee outside of market hours for a total of up to 1 hour per week.
- Set up and break down the market tent, tables, signs, and other market materials.
- Ensure vendors set up their tents according to the space assignments designated by the Executive Committee.
- Enforce market rules as well as local and state sanitation and food safety guidelines, as well as other relevant rules and regulations.
- Greet visitors and be available to answer questions during the market.
- Keep track of market attendees with a count clicker provided by the Executive Committee.
- Take photo and or/video footage of vendors & market activity during market hours and send to Exec Committee members to post on social media.

- Handle emergencies, complaints, and customer questions with a positive, calm, and friendly approach.
- Other duties as determined during Executive Committee meetings.

QUALIFICATIONS:

- Excellent ability to communicate verbally.
- Conflict resolution skills.
- Ability to lift market materials up to 40 pounds on a regular basis in varying weather.
- Interest in farmers markets, agriculture, or food system issues.
- Strengths should include punctuality, thinking on your feet, and flexibility navigating conflicts that may arise.
- Able to communicate responsibly with the requests of both the vendors and visitors of the market.

For more information, or to apply to this part-time position, applicants should email a resume and a brief cover letter to admin@medfieldcommunitymarket.com.