

## **JOB POSITION**

### **KING GEORGE FARMERS' MARKET - MARKET MANAGER (KGFMM) POSITION (PART TIME)**

**REPORTING:** This position reports directly to the King George Farmers' Market (KGFM) Board

**COMPENSATION:** Salaried Contract Position

**DESCRIPTION:** KGFM is looking for a Market Manager who will be responsible for all aspects of coordinating the Saturday Farmers Market for up to 50 vendors per market day. The Market Manager is the on-site person in charge at the KGFM market. They prepare vendors locations and equipment for each market, lead set-up/ tear-down. They will work directly with vendors, sponsors, non-profits, and entertainers to provide the best farmers market experience for attendees.

#### **MARKET MANAGER RESPONSIBILITIES INCLUDE:**

1. Plan all Saturday Farmers Market details including vendor logistics, event setup and take down.
2. On-site management of Saturday Farmers Markets which run from the last Saturday in April through the end of October.
3. In conjunction with the Board of Directors, manage all vendor applications, communications, scheduling, farm inspections, and reporting.
4. Oversee tracking and recording of vendor attendance, shopper counts, and maintain data for reporting.
5. Recruiting new vendors.
6. Identify areas of improvement.
7. Promote Farmers Markets through preparation of and posting of interesting, relevant, and high-quality photos/information to social media, and communication platforms.
8. Create events and encourage visitors (KGFM Board of Directors approves all events).
9. Help develop new initiatives to support the strategic direction of the organization.
10. Manage paid staff and volunteers for the market.

#### **DESIRED SKILLS & CHARACTERISTICS:**

- Two years of leadership experience with farmers markets, event management, customer service or other related work.
- Ability to lift up to 40 pounds.
- Must possess strong customer service skills.
- Strong written, oral, organizational, and communication skills.
- Experience with event execution.
- Must possess a valid driver's license.
- Ability to manage multiple projects and deadlines.
- Self-directed but able to work collectively as a team player.
- Must be able to work in the elements (heat, rain, cold, temperatures, etc.).
- Ability to work irregular and long hours as needed, including early mornings, Friday evenings, and Saturday mornings.
- Enforce rules assertively and respectfully as needed.

**HOURS:** Estimated between 20 to 30 hours per week during the market season.

#### **HOW TO APPLY:**

We look forward to seeing your cover letter and resume sent to [kgfmprez@gmail.com](mailto:kgfmprez@gmail.com)

Include KGFMM and your last name in the subject line. This position is open until filled.