

**Sackville Farmers' Market**  
**Market Manager Job Description – June 2018**

**Position overview:** Oversees the Sackville Farmers' Market Saturday operations as the 'go-to' person for both vendors and customers. Duties during non-market hours are also required for tasks including but not limited to administrative duties, Market growth and outreach.

**Responsibilities**

- Report to the Sackville Farmers' Market Board of Directors
- Report to monthly Board meetings and annual general Farmers' Market meetings
- Setup and breakdown of Saturday Farmers' Market indoors/outdoors at the Sackville Commons in the winter, and at Bill Johnstone Memorial Park in the summer
- Collect vendor fees, keep accurate records, provide receipts where required and do weekly deposits
- Be visible and accessible to vendors and customers during Farmers' Market hours
- Interpret and enforce market Rules and Regulations in a consistent and fair manner, address complaints and/or disputes as necessary
- Act as emergency contact person and manage situation in event of emergency
- Act as a liaison with Town Council and Downtown Businesses in order to operate market venues
- In conjunction with the Farmers' Market Board, develop and implement ongoing promotions, marketing, and programming
- Draft applications for funding or licensing and ensure any contracts of the Sackville Farmers Market are renewed and kept current
- Manage Sackville Farmers' Market website, Facebook, Instagram, and Twitter accounts
- Respond to phone, email, and Facebook inquiries in a timely manner
- Organize and keep accurate vendor profile information
- Handle inquiries from new vendors
- Communicate with vendors about special events or circumstances
- Act as liaison to Town Council and provide twice yearly presentations on the market's operations
- Act as liaison with Public Health department and relay relevant information to vendors
- Seek out best practices of other markets, consider cost-effectiveness and methods to

continually grow the potential of the Market and bring forward information in this regard to the Board

- Recruit, train, and supervise volunteers.

### **Requirements**

- Essential to be on-site Saturdays 7am-2pm throughout the year
- Interest in and knowledge of local food, artisan, and market community
- Reliable, friendly, self-motivated, organized, good self and time management
- Professional, good communication and interpersonal skills, conflict resolution experience is an asset
- Strong leadership skills
- Responsible for developing and enacting a vendor recruitment and retention plan
- Able to work with a governance volunteer board and non-profit organization
- Competence with computer programs such as Excel, email and social media
- Available for phone and email contact throughout the week (phone and computer will be provided)
- Physical capabilities to set up and move tables, work outside in the wintertime, walk between indoor and outdoor market location repeatedly.
- Bilingualism (English and French) is an asset
- Possession of a provincially or nationally recognized safe food handling certificate is an asset

### **Compensation: 20 hours per week at \$15/hour**

\*Please note that there is opportunity to increase compensation based on the growth of the Market

**To Apply:** Please apply by sending a cover letter and resume to the Hiring Committee by email to [sackvillemarket@gmail.com](mailto:sackvillemarket@gmail.com). *Extended* Deadline for applications is **Saturday, June 23<sup>rd</sup> at Noon.**