

## **Sackville Farmers' Market Market Manager Job Description**

**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 and outreach.

### **Responsibilities**

- Report to the Sackville Farmers' Market Board of Directors
- Oversee market operations, including set-up, break-down, and liaison with Town and business partners. 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
- Develop promotions, marketing, and programming for the Sackville Farmers Market
- Collect, record, and deposit vendor fees. Report to the market's Treasurer and bookkeeper.
- 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
- Develop and implement ongoing promotions, marketing, and programming
- Coordinate communications including Sackville Farmers' Market website, Facebook, and Instagram. Respond to phone, email, and Facebook inquiries in a timely manner
- Organize and keep accurate vendor profile information
- Recruit and orient new vendors
- Recruit, train, and supervise volunteers.
- Draft applications for funding or licensing and ensure any contracts of the Sackville Farmers Market are renewed and kept current
- 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.

## 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 communication and interpersonal skills, conflict resolution experience an asset
- Strong leadership skills
- Able to work with a 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 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 \$18/hour**

**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). Deadline for applications is **Saturday, April 16 at Noon.**