

**TaSH Market Manager**  
**Hourly**  
**Seasonal**  
**Updated January 2024**

## **Farmers Market Manager**

Farmers markets serve important roles in their communities, including providing access to locally grown, healthy foods; educating the community on the benefits of safely grown foods and healthy diets; providing a space for neighbors to meet and exchange ideas and news; providing a source of family-friendly entertainment; and stimulating local and regional economies. Rivertowns Village Green Inc. is a 501(c)3 corporation formed in recognition of these important roles and with the understanding that a farmers market best serves its community when it is operated by community members, in the best interests of the community, and with input from the community's various stakeholders.

### **Job Description: Market Manager**

The Market Manager is a year-round, part-time hourly position with responsibility for assisting in the coordination of on-site activities, vendor management and operation of the farmers market. This will include an on-site presence at the market during market hours, setup and breakdown. The Market Manager will report directly to the Market Director and is overseen by the RVG board, including individual committee chairs. The RVG board sets market policy, budgets and strategic direction of the market, which the director and Market Manager represent to vendors, consumers and the community. In the absence of Market Director (e.g. during vacations or time off), the Market Manager may be asked to collaborate and coordinate with Board committees as outlined in each committee charter, [Marketing Committee](#), [Vendor Committee](#), and [Community Linkages](#)

### **DUTIES:**

**Market Day (8 Hours / Saturday):** The Market Manager is responsible for being on site for market hours, including setup and breakdown for summer, winter and special markets (up to 35 markets per year), as scheduled by the Market Director.

### **Duties include assisting the Market Director in:**

- Collecting stall fees from vendors and accurately documenting receipts.
- Properly placing vendors, sponsors, and community organizations in stalls
- Setup and breakdown of the market
- Ensuring all market rules and regulations, as well as local, county, state and federal laws are adhered to
- Ensuring vendor signage and labeling is complete and accurate according to market rules and local, state and federal regulations
- Assisting with special events, including setup, on-site management of any and all entertainment and educational activities.
- Supervising market volunteers and staff
- Answering questions for vendors and consumers
- Assisting with any disputes that arise, in accordance with TaSH Market Rules
- Maintaining market grounds in safe, clean and orderly manner
- Administrative tasks assigned by market director

- Ensuring market site is left clean at end of market day
- Accurately documenting market data collected
- Attending meetings as needed
- Planning and preparation for the following season (prepping shed, planning layout, etc)
- Performing year-end inventory
- Training of seasonal staff
- Conducting hourly customer count
- Capturing photos of the market (food, music, special programming, etc) for use in social media
- Operating market information booth
  - Supervising operation of SNAP EBT program
  - Selling TaSH merchandise
  - Assisting with educational outreach/events
  - Information distribution

**Off-market Hours: (Approximately 2-5 hours / week)**

**Duties include assisting the Market Director to:**

- Ensure the maintenance and storage of market equipment and materials
- Assist with volunteers and seasonal staff schedule
- Schedule Community Organizations
- Weekly newsletter (on assigned weeks)
- Assist with maintaining weekly market schedule of all vendors and events
- Ensure all participants in market are informed of market guidelines, requirements and that they meet them
- Attend meetings as needed
- Planning and preparation of site for the following season
- Assist with year-end inventory
- Training of seasonal staff
- Reporting work hours weekly

**Qualifications**

- A commitment to furthering agricultural, nutritional and food access issues
- Ability to think creatively
- People person with skills in diplomacy
- Dispute resolution skills
- Excellent problem-solving skills
- Excellent communications skills
- Outstanding organizational and time management skills
- Experience managing small staff
- Marketing skills helpful
- Some financial knowledge helpful
- Self-motivated
- Passionate about the community and local agriculture
- Restaurant or retail management experience a plus
- Experience with Excel, Word, Google Suite programs, Web site management, Facebook, Instagram, newsletter and survey programs

Hourly rate: \$17-\$18