

# **Central Lake Farmers Market Market Manager Job Description 2017**

## **Overview**

The Central Lake Farmers Market Manager is responsible for all aspects of Market Operations on each Market Day, Saturdays, June 17 through October 7, 2017. The Market sales hours are 9:00 a.m. to 1:00 p.m. The Market Manager (M.M.) is responsible for all Market set-up and take-down, and will set hours accordingly. The Market Manager is directly supervised by the Central Lake Downtown Development Authority, the sponsor of the Central Lake Farmers Market. The M.M. will work together with the Central Lake Farmers Market Program Manager (P.M.) to ensure Market operations in accordance with the Central Lake DDA guidelines, as well as in compliance with applicable State and Federal laws and regulations.

The M.M. is the “go-to” person for vendors and consumers during Market hours. This position requires personal confidence and the ability to effectively communicate with a variety of people. The M.M.’s general responsibilities include:

- Fostering community support and interaction with the Market
- Vendor support, guidance and supervision
- Facilitating Market Day Children’s activities, demonstrations, entertainment and community resources
- Ensuring safety and an enjoyable atmosphere at the Market
- Maintaining all Market Day records, including logs, receipts and Market Coupon programs
- Market set-up and storage in a timely manner (1 – 1.5 hours prior to Market opening and up to 1 hour following Market closing). This includes placement and storage of Market signage.
- Communicating issues, concerns and suggestions to the P.M. and CLDDA
- Between Market days, accept and respond to vendor inquiries and schedules as needed
- May occasionally assist vendors by providing limited set up help and brief personal breaks

## **General Requirements**

Must be willing to work outdoors in all kinds of weather conditions, stand and move around the Market area throughout the Market hours, lift and carry Market equipment. The position requires the ability to work independently as well as inter-dependently with a team of Market participants, staff and supervisors.

Additional skills and abilities include the ability to develop and maintain good communication and relationships, problem-solving and conflict resolution, and ability to enforce the rules of the Market. Importantly, the M.M. will be motivated to learn and share the State and Federal guidelines, laws, rules and regulations, as well as research and employ best practices for Farmers Markets.